LibreOffice®

Version 3.4

# Writer Guide

## *Word Processing with Style*

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# *Preface*

## Who is this book for?

Anyone who wants to get up to speed quickly with LibreOffice Writer will find this book valuable. You may be new to word processing software, or you may be familiar with another office suite.

## What's in this book?

This book introduces some of the main features of LibreOffice Writer:

- Text entry, editing, and formatting (Chapter 3)
- Page-layout methods, including frames, columns, and tables (Chapter 4)
- Export to PDF, including bookmarks (Chapter 5)
- Templates and styles (Chapters 6, 7, and 10)
- Embedding or linking of graphics, spreadsheets, and other objects (Chapter 8)
- Built-in drawing tools (Chapter 8)
- Tables of data (Chapter 9)
- Mail merge (Chapter 11)
- Tables of contents, indexes, and bibliographies (Chapter 12)
- Master documents, to group a collection of shorter documents into a single long document (Chapter 13)
- Fields and forms (Chapters 14 and 15)
- Database integration, including a bibliography database (Chapters 11, 12, 15)
- And many more

## Where to get more help

This book, the other LibreOffice user guides, the built-in Help system, and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

### Help system

LibreOffice comes with an extensive Help system. This is your first line of support for using LibreOffice.

To display the full Help system, press *F1* or select **LibreOffice Help** from the Help menu. In addition, you can choose whether to activate Tips, Extended tips, and the Help Agent (using **Tools > Options > LibreOffice > General**).

If Tips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.

### Free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. See Table 1 and this web page: http://www.libreoffice.org/get-help/

Users can get comprehensive online support from the community through mailing lists. Other websites run by users also offer free tips and tutorials. This forum provides community support for LibreOffice and other programs: http://user.services.openoffice.org/en/forum/

## Paid support and training

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in LibreOffice.

*Table 1: Free support for LibreOffice users*

| ***Free LibreOffice support*** | |
|---|---|
| FAQs | Answers to frequently asked questions<br>http://www.libreoffice.org/get-help/faq/<br>http://wiki.documentfoundation.org/Faq |
| Documentation | User guides, how-tos, and other documentation.<br>http://www.libreoffice.org/get-help/documentation/<br>https://wiki.documentfoundation.org/Documentation/Publications |
| Mailing lists | Free community support is provided by a network of experienced users<br>http://www.libreoffice.org/get-help/mailing-lists/ |
| International support | The LibreOffice website in your language.<br>http://www.libreoffice.org/international-sites/<br>International mailing lists<br>http://wiki.documentfoundation.org/Local_Mailing_Lists |
| Accessibility options | Information about available accessibility options.<br>http://www.libreoffice.org/get-help/accessibility/ |

# What you see may be different

LibreOffice runs on Windows, Linux, and Mac OS X operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers).

The pictures in this book were taken from a variety of computers and operating systems. Some pictures will therefore not look exactly like what you see on your computer.

# Using LibreOffice on a Mac

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

| ***Windows or Linux*** | ***Mac equivalent*** | ***Effect*** |
|---|---|---|
| **Tools > Options** menu selection | **LibreOffice > Preferences** | Access setup options |
| *Right-click* | *Control+click* | Open a context menu |
| *Ctrl (Control)* | *⌘ (Command)* | Used with other keys |
| *F5* | *Shift+⌘+F5* | Open the Navigator |
| *F11* | *⌘+T* | Open the Styles and Formatting window |

## Who wrote this book?

This book was written by volunteers from the LibreOffice community. Profits from sales of the printed edition will be used to benefit the community.

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# *Chapter 1*
# *Introducing Writer*

## What is Writer?

Writer is the word processor component of LibreOffice. In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge, and others), Writer provides these important features:

- Templates and styles (see Chapters 6 and 7)
- Page-layout methods, including frames, columns, and tables (Chapter 4)
- Embedding or linking of graphics, spreadsheets, and other objects (Chapter 8)
- Built-in drawing tools (Chapter 8)
- Master documents, to group a collection of shorter documents into a single long document (Chapter 13)
- Change tracking during revisions (Chapter 3)
- Database integration, including a bibliography database (Chapters 11, 12, 15)
- Export to PDF, including bookmarks (Chapter 5)
- And many more

## Parts of the main Writer window

The main Writer workspace is shown in Figure 1. Its features are described in this section.

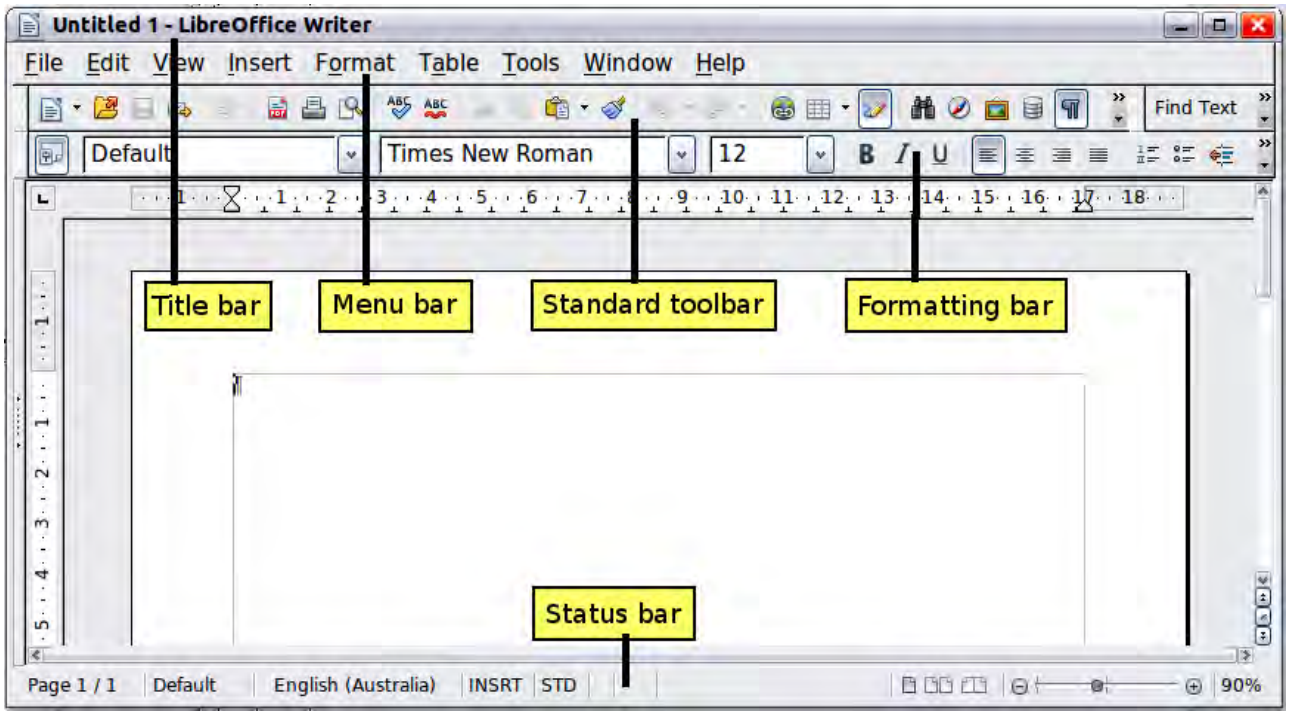



*Figure 1: The main Writer workspace in Print Layout view*

### Title bar

The Title bar is located at the top of the Writer window, and shows the file name of the current document. When the document is newly created, the document name will appear as *Untitled X*, where *X* is a number.

## Menus

The *Menu bar* is located just below the Title bar. When you choose one of the menus listed below, a submenu drops down to show commands.

- **File** contains commands that apply to the entire document such as **Open**, **Save**, **Print**, and **Export as PDF**.
- **Edit** contains commands for editing the document such as **Undo: xxx** (where xxx is the command to undo) and **Find & Replace**. It also contains commands to **Cut**, **Copy**, and **Paste** selected parts of your document.
- **View** contains commands for controlling the display of the document such as **Zoom** and **Web Layout**.
- **Insert** contains commands for inserting elements into your document such as headers, footers, and pictures.
- **Format** contains commands, such as **Styles and Formatting**, **Paragraph**, and **Bullets and Numbering**, for formatting the layout of your document
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contains functions such as **Spelling and Grammar**, **Customize**, and **Options**.
- **Window** contains commands for the display window.
- **Help** contains links to the LibreOffice Help file, **What's This?**, and information about the program. See "Getting help" on page 31.

## Toolbars

Writer has several types of toolbars: docked (fixed in place), floating, and tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

The top docked toolbar, just under the Menu bar, is called the *Standard* toolbar. It is consistent across all the LibreOffice applications (Writer, Calc, Draw, Impress).

The second toolbar at the top is the *Formatting* bar. It is context-sensitive; that is, it shows the tools relevant to the cursor's current position or selection. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

### *Displaying or hiding toolbars*

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar shows a check mark beside its name. Tear-off toolbars are not listed in the View menu.

### *Submenus and tear-off toolbars*

Toolbar icons with a small triangle to the right will display *submenus*, *tear-off toolbars*, and other ways of selecting things, depending on the tool.

Figure 2 shows a tear-off toolbar from the Drawing toolbar.

Tear-off toolbars can be floating or docked along an edge of the screen or in one of the existing toolbar areas. To move a floating tear-off toolbar, drag it by the title bar, as shown in Figure 4.

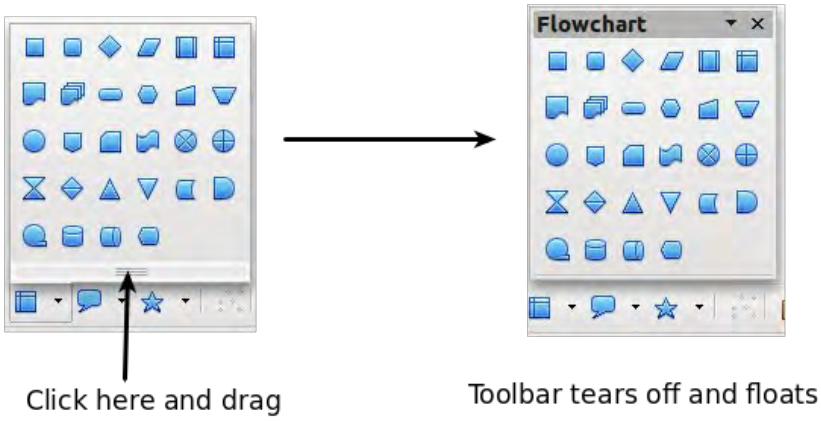



*Figure 2: Example of a tear-off toolbar*

### Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle (the small vertical bar to the left of the toolbar), hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button.

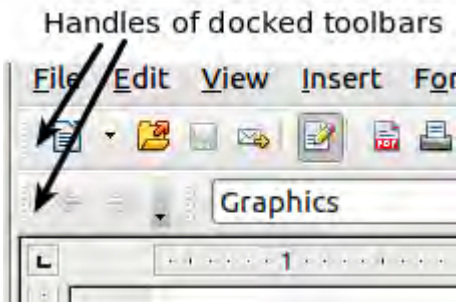



*Figure 3: Moving a docked toolbar*

To move a floating toolbar, click on its title bar and drag it to a new location.

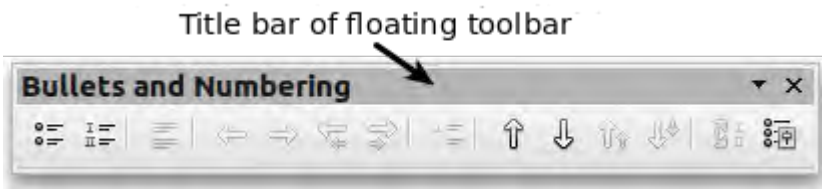



*Figure 4: Moving a floating toolbar*

### Floating toolbars

Writer includes several additional context-sensitive toolbars, whose defaults appear as floating toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, a floating Table toolbar appears, and when the cursor is in a numbered or bullet list, the Bullets and Numbering toolbar appears. You can dock these toolbars to the top, bottom, or side of the window, if you wish (see "*Moving toolbars*" above).

### Docking/floating windows and toolbars

Toolbars and some windows, such as the Navigator and the Styles and Formatting window, are dockable. You can move, resize, or dock them to an edge.

To dock a window or toolbar, hold down the *Ctrl* key and double-click on the frame of the floating window (or in a vacant area near the icons at the top of the floating window) to dock it in its last position.

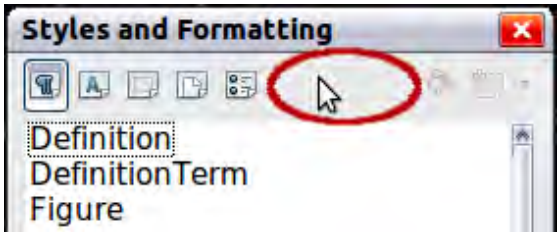



*Figure 5: Ctrl+click to dock or undock*

To undock a window, hold down the *Ctrl* key and double-click on the frame (or a vacant area near the icons at the top) of the docked window.

### *Customizing toolbars*

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar.

To access a toolbar's customization options, click the downward-pointing arrow icon at the end of the toolbar or on its title bar.

*Figure 6: Customizing toolbars*

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the drop-down menu. Visible icons are indicated by a border around the icon (Figure 7). Click on icons to hide or show them on the toolbar.

You can also add icons and create new toolbars, as described in Chapter 16, Customizing Writer.

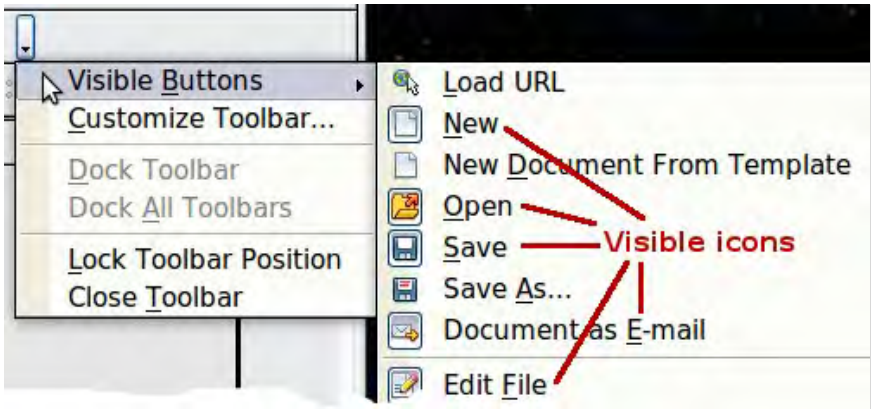



*Figure 7: Selection of visible toolbar icons*

## Right-click (context) menus

Right-click on a paragraph, graphic, or other object to open a context menu. Often the context menu is the fastest and easiest way to reach a function. If you're not sure where in the menus or toolbars a function is located, you can often find it by right-clicking.

## Rulers

To show or hide rulers, choose **View > Ruler**. To enable the vertical ruler, choose **Tools > Options > LibreOffice Writer > View** and select **Vertical ruler**.

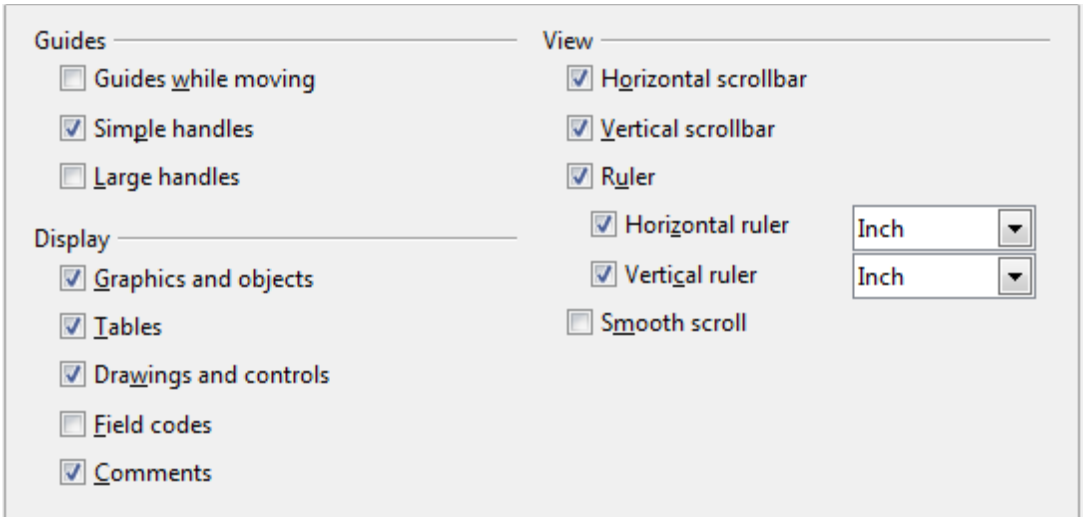



*Figure 8. Turning on the vertical ruler*

## Status bar

The Writer status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features.

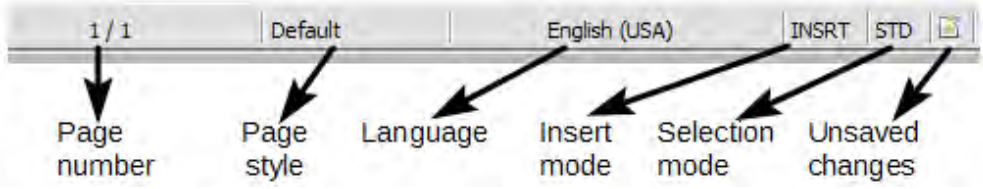



*Figure 9: Left end of status bar*

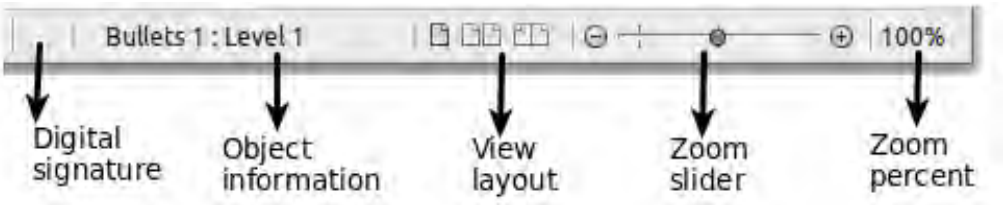



*Figure 10: Right end of status bar*

**Page number**

Shows the current page number, the sequence number of the current page (if different), and the total number of pages in the document. For example, if you restarted page numbering at 1 on the third page, its page number is 1 and its sequence number is 3.

If any bookmarks have been defined in the document, a right-click on this field pops up a list of bookmarks; click on the required one.

To jump to a specific page in the document, double-click on this field. The Navigator opens (see page 27). Click in the **Page Number** field in the Navigator and type the *sequence* number of the required page. This may be different from the page number if you have restarted numbering at any point. After a brief delay, the display jumps to the selected page.

**Page style**

Shows the style of the current page. To change the page style, right-click on this field. A list of page styles pops up; choose a different style by clicking on it.

To edit the current page style, double-click on this field. The Page Style dialog box opens. See Chapters 6 and 7 in this book for more information about styles.

**Language**

Shows the language for the selected text.

Click to open a menu where you can choose another language for the selected text or for the paragraph where the cursor is located. You can also choose **None (Do not check spelling)** to exclude the text from a spelling check or choose **More...** to open the Character dialog box. See Chapter 3, Working with Text, for more information.

**Insert mode**

Click to toggle between *Insert* and *Overwrite* modes when typing. In Insert mode, any text after the cursor position moves forward to make room for the text you type; in Overwrite mode, text after the cursor position is replaced by the text you type.

**Selection mode**

Click to toggle between STD (*Standard*), EXT (*Extend*), ADD (*Add*) and BLK (*Block*) selection. EXT is an alternative to *Shift+click* when selecting text. See Chapter 3, Working with Text, for more information about these modes.

**Unsaved changes**

This icon replaces the default icon here if changes to the document have not been saved.

**Digital signature**

If the document has been digitally signed, an icon shows here. To view the certificate, double-click the icon.

**Section or object information**

When the cursor is in a section, heading, or list item, or when an object (such as a picture or table) is selected, information about that item appears in this field. Double-clicking in this area opens a relevant dialog box.

| Object | Information shown | Dialog box opened |
|---|---|---|
| Picture | Size and position | Picture |
| List item | Level and list style | Bullets and Numbering[1] |
| Heading | Outline numbering level | Bullets and Numbering[1] |
| Table | Name or number and cell reference of cursor | Table Format |
| Section | Name of section | Edit Sections |
| Other | (Blank) | Fields |

1 If a *list style* was used with a list item or heading, no dialog box appears.

**View layout**

Click an icon to change between single page, side-by-side, and book layout views. You can edit the document in any view. Zoom settings (see below and next page) interact with the selected view layout and the window width to determine how many pages are visible in the document window.

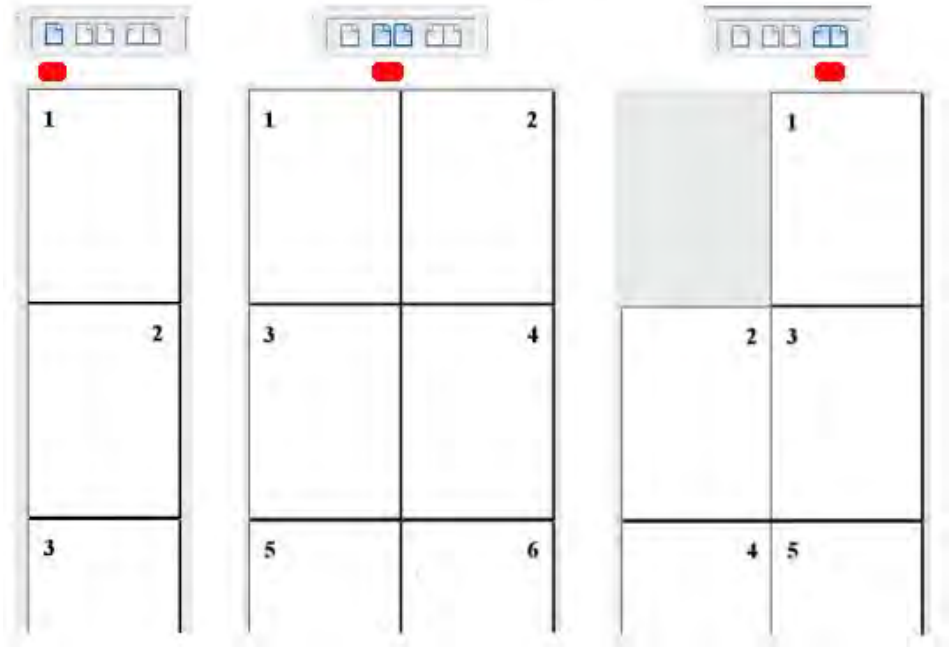



*Figure 11. View layouts: single, side-by-side, book*

**Zoom**

To change the view magnification, drag the Zoom slider, or click on the + and − signs, or right-click on the zoom level percent to pop up a list of magnification values from which to choose.

## Changing document views

Writer has three ways to view a document: *Print Layout*, *Web Layout*, and *Full Screen*. To change the view, go to the **View** menu and click on the required view.

Print Layout is the default view in Writer. In this view, you can use the Zoom slider and the View Layout icons on the Status bar to change the magnification.

You can also choose **View > Zoom** from the menu bar to display the Zoom & View Layout dialog box, where you can set the same options as on the Status bar.

In Web Layout view, you can use only the Zoom slider; the View Layout buttons on the Status bar are disabled, and most of the choices on the Zoom & View Layout dialog box are not available.

In Full Screen view, the document is displayed using the zoom and layout settings previously selected. To exit Full Screen view and return to either Print or Web Layout view, press the *Esc* key or click the **Full Screen** icon in the top left-hand corner. You can also use *Ctrl+Shift+J* to enter or exit Full Screen view.

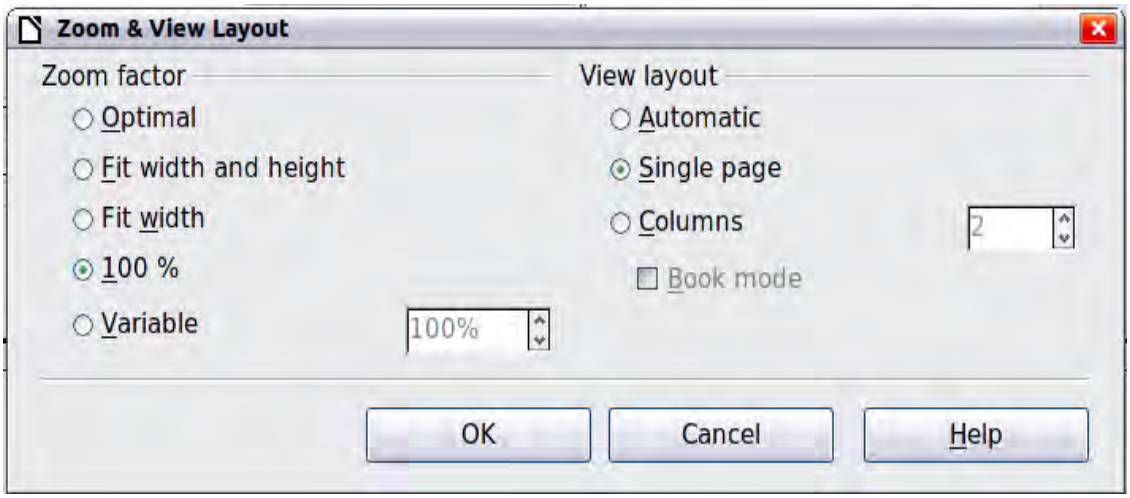



*Figure 12. Choosing Zoom and View Layout options*

## Starting a new document

You can start a new, blank document in Writer in several ways.

- **From the Quickstarter**, which is found in Windows, some Linux distributions, and (in a slightly different form) in Mac OS X. The Quickstarter is an icon that is placed in the system tray or the dock during system startup. It indicates that LibreOffice has been loaded and is ready to use.

  Right-click the **Quickstarter** icon (Figure 13) in the system tray to open a pop-up menu from which you can open a new document, open the Templates and Documents dialog box, or choose an existing document to open. You can also double-click the **Quickstarter** icon to display the Templates and Documents dialog box.

  See Chapter 1, Introducing LibreOffice, in the *Getting Started* guide for more information about starting Writer and using the Quickstarter.

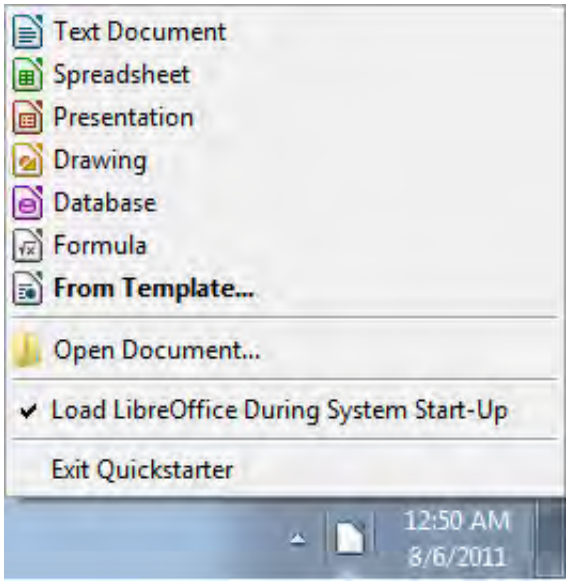



*Figure 13: Quickstarter pop-up menu*

- **From the operating system menu**, in the same way that you start other programs. When LibreOffice was installed on your computer, in most cases a menu entry for each component was added to your system menu. If you are using a Mac, you should see the

LibreOffice icon in the Applications folder. When you double-click this icon, LibreOffice opens at the Start Center (Figure 14).

- **From the Start Center.** When LibreOffice is open but no document is open (for example, if you close all the open documents but leave the program running), the **Start Center** is shown. Click one of the icons to open a new document of that type, or click the **Templates** icon to start a new document using a template.

*Figure 14: LibreOffice Start Center*

When LibreOffice is open, you can also start a new document in one of the following ways.

- Press the *Ctrl+N* keys.
- Use **File > New > Text Document**.
- Click the **New** button on the main toolbar.

If a document is already open in LibreOffice, the new document opens in a new window.

## Starting a new document from a template

You can use templates to create new documents in Writer. A template is a set of predefined styles and formatting. Templates serve as the foundation of a set of documents, to make sure they all have a similar layout. For example, all the documents of the *Writer Guide* are based on the same template. As a result, all the documents look alike; they have the same headers and footers, use the same fonts, and so on.

A new LibreOffice installation does not contain many templates. It is possible for you to add new templates to your installation and use them for new documents. This is explained in Chapter 10, Working with Templates. More templates can be downloaded from http://templates.libreoffice.org/ and other websites.

Once you have templates on your system, you can create new documents based on them by using **File > New > Templates and Documents**. This opens a window where you can choose the template you want to use for your document.

The example shown in Figure 15 uses a template in the My Templates folder. Select it, then click the **Open** button. A new document is created based on the styles and formats defined in the template.

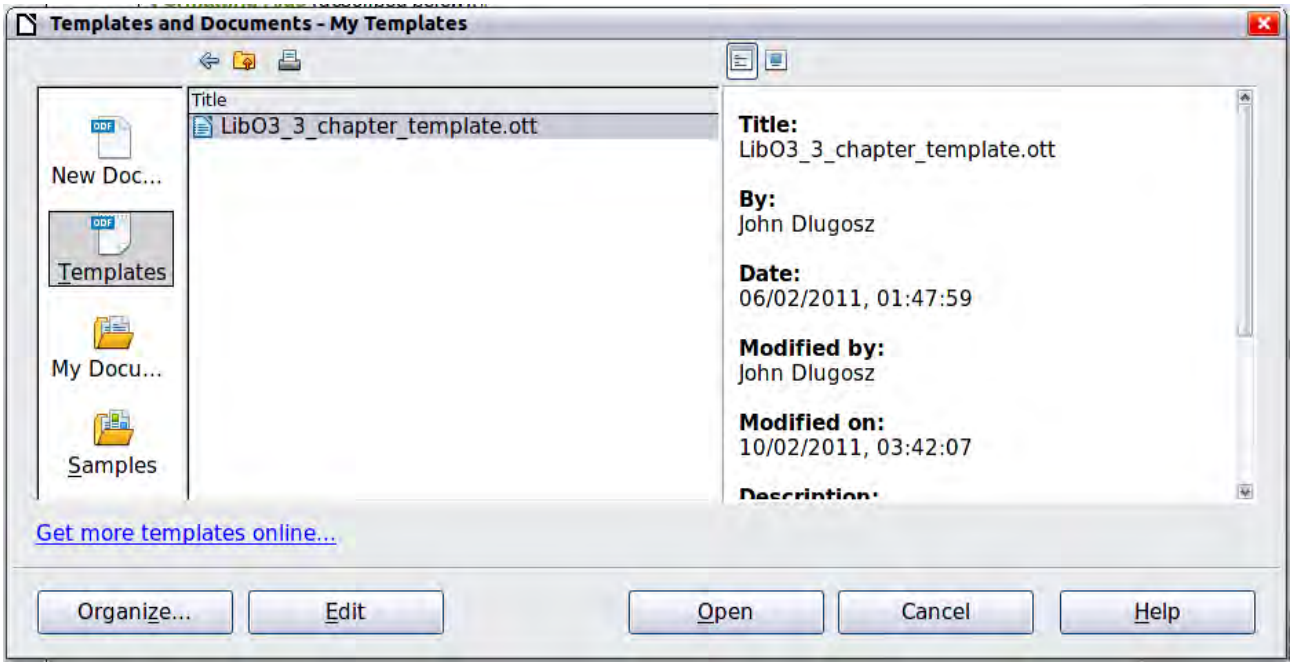
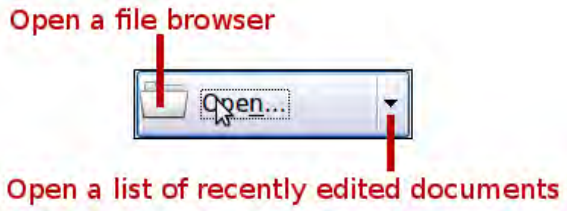



*Figure 15. Creating a document from a template*

## Opening an existing document




When no document is open, the **Start Center** (Figure 14) provides an icon for opening an existing document or choosing from a list of recently-edited documents.

You can also open an existing document in one of the following ways. If a document is already open in LibreOffice, the second document opens in a new window.

- Choose **File > Open**.
- Click the **Open** button on the main toolbar.
- Press *Ctrl+O* on the keyboard.
- Use the **Open Document** or **Recent Documents** selections on the Quickstarter.

In each case, the Open dialog box appears. Select the file you want, and then click **Open**. If a document is already open in LibreOffice, the second document opens in a new window.

In the Open dialog box, you can reduce the list of files by selecting the type of file you are looking for. For example, if you choose **Text documents** as the file type, you will only see documents Writer can open (including `*.odt`, `*.doc`, `*.txt`). This method opens Word (`*.doc`) files as well as LibreOffice files and other formats.

You can also open an existing Writer document using the same methods you would use to open any document in your operating system.

If you have associated Microsoft Office file formats with LibreOffice, you can also open these files by double-clicking on them.

# Saving a document

To save a new document in Writer, do one of the following:

- Press *Ctrl+S*.
- Choose **File > Save**.
- Click the **Save** button on the main toolbar.

When the Save As dialog box appears, enter the file name, verify the file type (if applicable), and click **Save**.

To save an open document with the current file name, choose **File > Save**. This will overwrite the last saved state of the file.

## Saving a document automatically

You can choose to have Writer save your document automatically in a temporary file at regular intervals. Automatic saving, like manual saving, overwrites the last saved state of the target file. To set up automatic file saving:

1) Select **Tools > Options > Load/Save > General**.
2) Click on **Save AutoRecovery information every** and set the time interval. The default value is 15 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.

## Saving as a Microsoft Word document

If you need to exchange files with users of Microsoft Word who are unwilling or unable to receive *.odt files, you can save a document as a Microsoft Word file.

1) **Important**—First save your document in the file format used by LibreOffice Writer, `*.odt`. If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.
2) Then click **File > Save As**.
3) On the Save As dialog box, in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.
4) Click **Save**.

From this point on, *all changes you make to the document will occur only in the new (Microsoft Word) document*. You have changed the name and file type of your document. If you want to go back to working with the *.odt version of your document, you must open it again.

| **Tip** | To have Writer save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save > General**. In the section named *Default file format and ODF settings*, under **Document type**, select **Text document**, then under *Always save as*, select your preferred file format. |
|---|---|

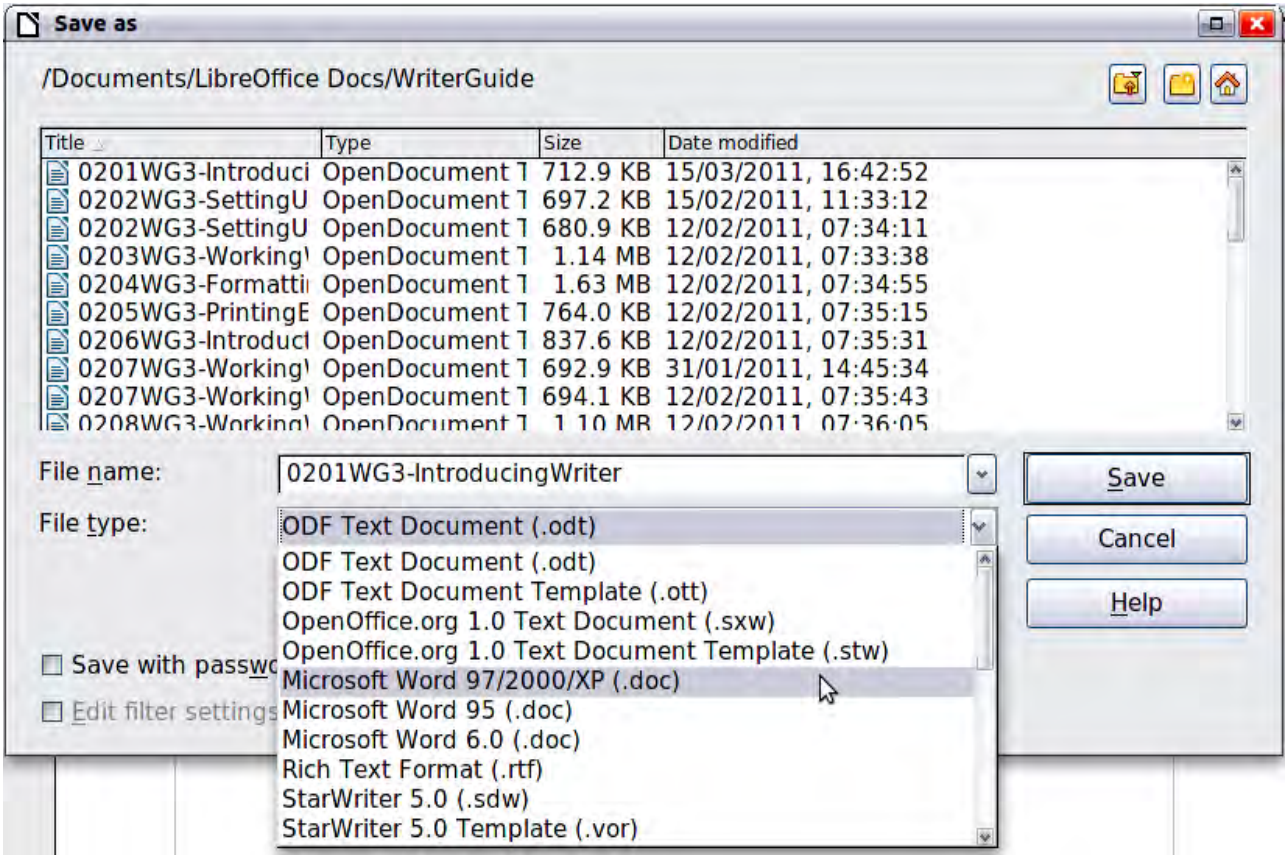
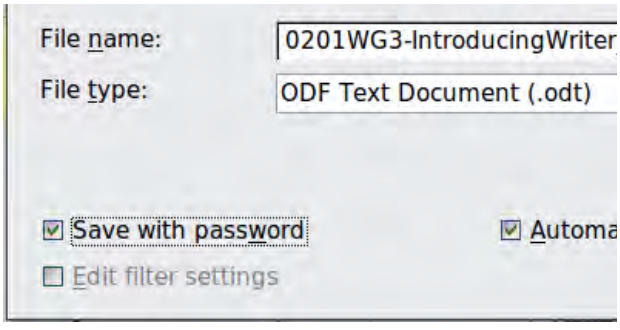



*Figure 16. Saving a file in Microsoft Word format*

## Password protection

Writer provides two levels of document protection: read-protect (file cannot be viewed without a password) and write-protect (file can be viewed in read-only mode but cannot be changed without a password). Thus you can make the content available for reading by a selected group of people and for reading and editing by a different group. This behavior is compatible with Microsoft Word file protection.

1) Use **File > Save As** when saving the document. (You can also use **File > Save** the first time you save a new document.)
2) On the Save As dialog box, select the **Save with password** option, and then click **Save.**




3) The Set Password dialog box opens.

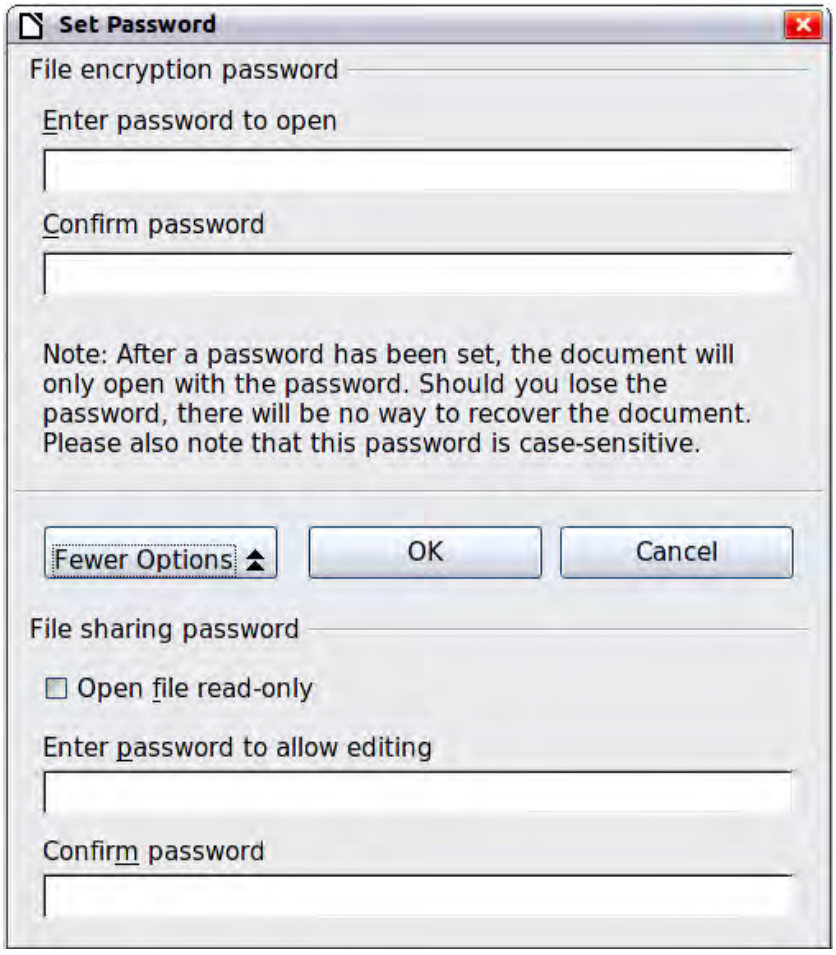

Set Password
File encryption password
Enter password to open
Confirm password
Note: After a password has been set, the document will only open with the password. Should you lose the password, there will be no way to recover the document. Please also note that this password is case-sensitive.
Fewer Options
OK
Cancel
File sharing password
Open file read-only
Enter password to allow editing
Confirm password

*Figure 17: Two levels of password protection*

Here you have several choices:

- To read-protect the document, type a password in the two fields at the top of the dialog box.
- To write-protect the document, click the **More Options** button and select the **Open file read-only** checkbox.
- To write-protect the document but allow selected people to edit it, select the **Open file read-only** checkbox and type a password in the two boxes at the bottom of the dialog box.

4) Click **OK** to save the file. If either pair of passwords do not match, you receive an error message. Close the message box to return to the Set Password dialog box and enter the password again.

**Caution**

LibreOffice uses a very strong encryption mechanism that makes it almost impossible to recover the contents of a document if you lose the password.

## Changing the password for a document

When a document is password-protected, you can change the password while the document is open. Choose **File > Properties > General** and click the **Change Password** button.

## Closing a document

To close a document, choose **File > Close** or click the **Close** icon on the document window. The appearance and placement of this icon varies with your operating system, but it typically looks like the X in the red box shown in Figure 18.

If more than one LibreOffice window is open, each window looks like the sample shown on the left in Figure 18. Closing this window leaves the other LibreOffice windows open.

If only one LibreOffice window is open, it looks like the sample shown on the right in Figure 18. Notice the small black X below the larger X in the red box. Clicking the small black X closes the document but leaves LibreOffice open. Clicking the larger X closes LibreOffice completely.

*Figure 18. Close icons*

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save**: The document is saved and then closed.
- **Discard**: The document is closed, and all modifications since the last save are lost.
- **Cancel**: Nothing happens, and you return to the document.

## Closing LibreOffice

To close LibreOffice completely, click **File > Exit,** or close the last open document as described in "Closing a document" above.

If all the documents have been saved, Writer closes immediately. If any documents have been modified but not saved, a warning message appears. Follow the procedure in "Closing a document" to save or discard your changes.

## Using the Navigator

In addition to the Page Number field on the Status bar (described on page 18), Writer provides other ways to move quickly through a document and find specific items by using the many features of the Navigator, the Navigation toolbar, and related icons.

The Navigator lists all of the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document.

To open the Navigator, click its icon on the Standard toolbar, or press *F5*, or choose **View > Navigator** on the menu bar, or double-click on the Page number field on the status bar. You can dock the Navigator to either side of the main Writer window or leave it floating (see "Docking/floating windows and toolbars" on page 16).

To hide the list of categories and show only the icons at the top, click the **List Box On/Off** icon . Click this icon again to show the list. Click the + sign or triangle by any of the lists to display the contents of the list.

Table 2 summarizes the functions of the icons at the top of the Navigator.

| Note | The Navigator has different functions in a master document. See Chapter 13, Working with Master Documents. |
|---|---|

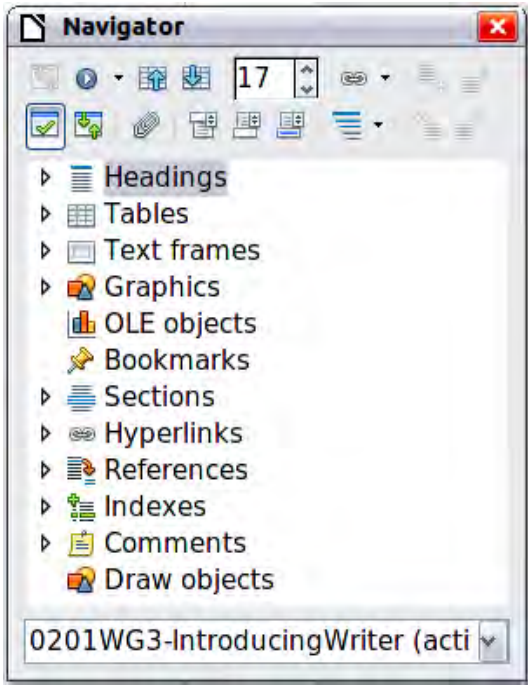



*Figure 19. The Navigator*

*Table 2: Function of icons in the Navigator*

| | |
|---|---|
| | Toggle: Not active in ordinary documents (left image). In a master document (right image), switches between the master document file and its subdocuments. |
| | Navigation: Opens the Navigation toolbar (see page 29). |
| | Previous, Next: Jumps to the previous or next item in the selected category (page, graphic, hyperlink, comment, and so on). To select the category of items, see "Using the Navigation toolbar" on page 29. |
| | Page number: Jumps to the page sequence number showing in the box. Type the required page number or select it using the up and down arrows. |
| | Drag Mode: Select Hyperlink, Link, or Copy. See "Choosing drag mode" on page 31 for details. |
| | List Box On/Off: Shows or hides the list of categories. |
| | Content View: Switches between showing all categories and showing only the selected category. |
| | Set Reminder: Inserts a reminder (see page 31). |
| | Header/Footer: Jumps between the text area and the header or footer area (if the page has them). |

| | |
|---|---|
| | Anchor <–> Text: Jumps between a footnote anchor and the corresponding footnote text. |
| | Heading Levels Shown: Choose the number of heading levels to be shown. |

## Moving quickly through a document

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator. This may be different from the page number if you have restarted numbering at any point.
- When a category is showing the list of items in it, double-click on an item to jump directly to that item's location in the document. For example, you can jump directly to a selected heading, graphic, or comment by using this method.

  To see the content in only one category, highlight that category and click the **Content View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown when viewing Headings.
- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigation toolbar. (See below for details.)

| | |
|---|---|
| **Tip** | Objects are much easier to find if you have given them names when creating them, instead of keeping LibreOffice's default names of graphics1, graphics2, Table1, Table2, and so on—which may not correspond to the position of the object in the document.<br>To rename an image, right-click on the image, select **Picture > Options**, and then edit the name in the dialog box. Similarly, to rename a table, right-click on the table, select **Table > Table**, and then edit the name. |

| | |
|---|---|
| **Note** | A hidden section (or other hidden object) in a document appears gray in the Navigator, and displays the word "hidden" as a tooltip. For more about hidden sections, see Chapter 4, Formatting Pages. |

## Using the Navigation toolbar

To display the **Navigation** toolbar (Figure 20), click the **Navigation** icon (second icon from the left at the top of the **Navigator**, Figure 19) or the small **Navigation** icon near the lower right-hand corner of the document window below the vertical scroll bar (Figure 21).

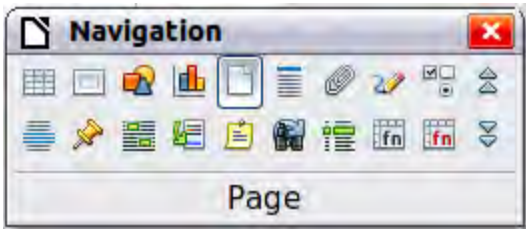



*Figure 20: Navigation toolbar*

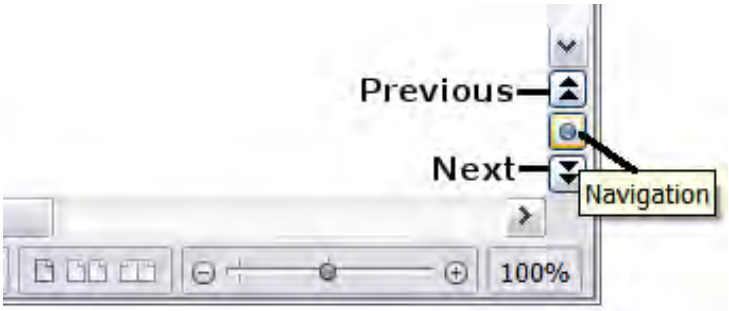



*Figure 21: Previous, Navigation, and Next icons*

The Navigation toolbar shows icons for all the object types shown in the Navigator, plus some extras (for example, the results of a **Find** command).

Click an icon to select that object type. Now all the **Previous** and **Next** icons (in the Navigator itself, in the Navigation toolbar, and on the scroll bar) will jump to the previous or next object of the selected type. This is particularly helpful for finding items like index entries, which can be difficult to see in the text. The names of the icons (shown in the tooltips) change to match the selected category; for example, **Next Graphic**, **Next Bookmark**, or **Continue search forward**.

## Rearranging chapters using the Navigator

You can rearrange chapters and move headings in the document by using the Navigator.

1) Click the **Content View** icon to expand the headings, if necessary.
2) (Optional) If you have several subheading levels, you can more easily find the headings you want, by changing the Heading Levels Shown selection to show only 1 or 2 levels of headings.
3) Click on the heading of the block of text that you want to move and drag the heading to a new location on the Navigator, or click the heading in the Navigator list, and then click either the **Promote Chapter** or **Demote Chapter** icon. All of the text and subsections under the selected heading move with it.

   To move only the selected heading and not the text associated with the heading, hold down *Ctrl*, and then click the **Promote** or **Demote** icon.

| **Note** | The tooltips **Promote Chapter** and **Demote Chapter** can be misleading; all headings—whether at Level 1 (chapter) or lower—can be rearranged using this function; and the feature might be better described as Move Up or Move Down (within the document, without changing the heading level) to distinguish it more clearly from **Promote Level** and **Demote Level**, which change the heading level within the document (see below). |
|---|---|

4) To quickly change the outline level of a heading and its associated subheadings, select the heading in the Navigator, and then click either the **Promote Level** or **Demote Level** icon. This action does not change the location of the heading, only its level.

   To increase the outline level of only the selected heading, but not its associated subheadings, hold down *Ctrl*, and then click the icon.

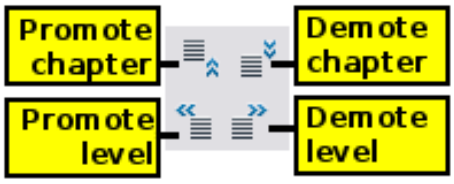



*Figure 22: Reorganizing with the Navigator*

| Note | Users of MS Office Word will note the similarity between this functionality and Word's Outline View. |
|---|---|

## Setting reminders

One of the little-known features of Writer that you may find quite useful is the possibility of jumping between reminders. *Reminders* let you mark places in your document that you want to return to later on, to add or correct information, make some other change, or simply mark where you finished editing. The possible uses of reminders are limited only by your imagination.

To set a reminder at the cursor's current location, click on the icon in the Navigator. You can set up to 5 reminders in a document; setting a sixth causes the first to be deleted.

Reminders are not highlighted in any way in the document, so you cannot see where they are, except when you jump from one to the next—the location of the cursor then shows the location of the reminder.

To jump between reminders, first select the **Reminder** icon on the Navigation toolbar. Then click the **Previous** and **Next** icons.

## Choosing drag mode

To select the drag and drop options for inserting items such as other documents and images, into a document using the Navigator, choose one of the following from the drop-down menu of the **Drag Mode** icon .

**Insert As Hyperlink**
Creates a hyperlink when you drag and drop an item into the current document.

**Insert As Link**
Inserts the selected item as a link where you drag and drop in the current document. Text is inserted as protected sections. However, you cannot create links for graphics, OLE objects, references, or indexes using this method.

**Insert As Copy**
Inserts a copy of the selected item where you drag and drop in the current document. You cannot drag and drop copies of graphics, OLE objects, or indexes.

# Getting help

Writer provides several forms of help. In addition to a full Help file (reached by pressing *F1* or choosing **Help > LibreOffice Help** from the menu bar), you can choose whether to activate tooltips, extended tips, and the Help Agent (using **Tools > Options > LibreOffice > General**).

If Tips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What’s This?** and hold the pointer over the icon.

## What are all these things called?

The terms used in LibreOffice for most parts of the *user interface* (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work) are the same as for most other programs.

A *dialog box* is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to use to specify how to carry out an action. The technical names for common controls are shown in Figure 23; not shown is the list box (from which you select an item). In most cases we do not use the technical terms in this book, but it is useful to know them because the Help and other sources of information often use them.

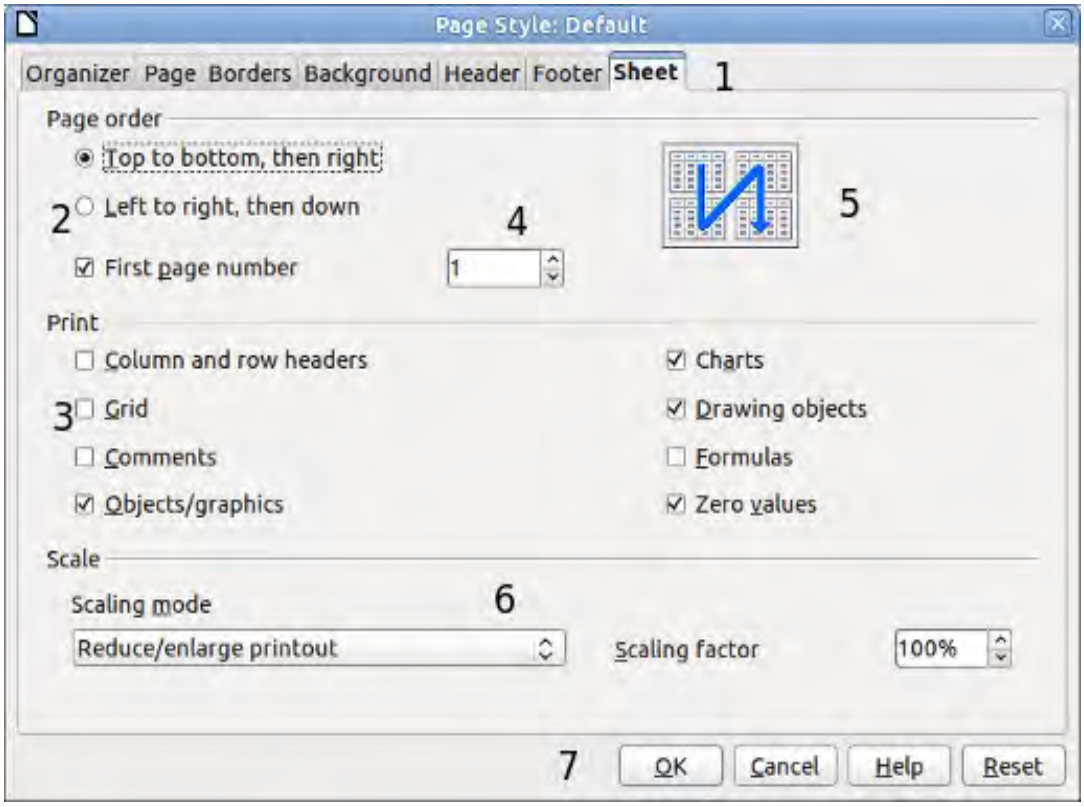



*Figure 23: Dialog box (not from Writer) showing common controls:*

*1=Tabbed page (not strictly speaking a control)*
*2=Radio buttons (only one can be selected at a time)*
*3=Checkbox (more than one can be selected at a time)*
*4=Spin box (click the up and down arrows to change the number shown in the text box next to it, or type in the text box)*
*5=Thumbnail or preview*
*6=Drop-down list from which to select an item*
*7=Push buttons*

In most cases, you can interact only with the dialog box (not the document itself) as long as the dialog box remains open. When you close the dialog box after use (usually, clicking **OK** or another button saves your changes and closes the dialog box), then you can again work with your document.

Some dialog boxes can be left open as you work, so you can switch back and forth between the dialog box and your document. An example of this type is the Find & Replace dialog box.

## Undoing and redoing changes

When a document is open, you can undo the most recent change by pressing *Ctrl+Z*, or clicking the **Undo** icon on the Standard toolbar, or choosing **Edit > Undo** from the menu bar. The **Edit** menu shows the latest changes that can be undone.

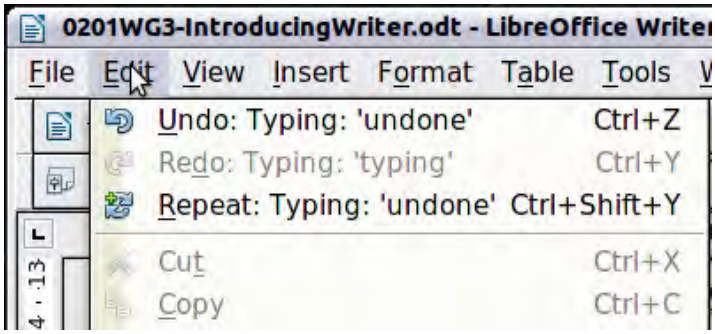



*Figure 24: Edit > Undo last action*

Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone. You can select multiple changes and undo them at the same time (see Figure 25).

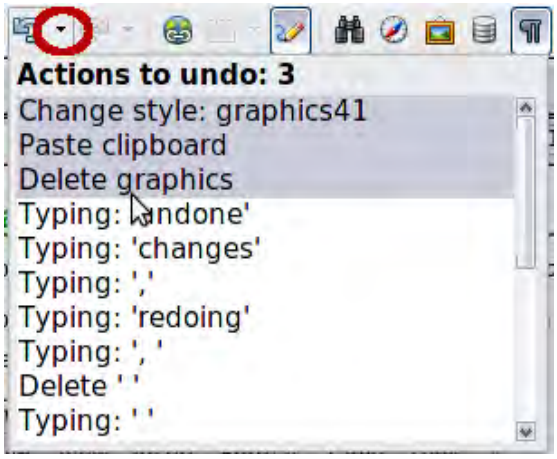



*Figure 25: List of actions that can be undone*

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Ctrl+Y* or click on the **Redo** icon . As with **Undo**, click on the triangle to the right of the arrow to get a list of the changes that can be restored.

LibreOffice
The Document Foundation

# *Chapter 2*
# *Setting up Writer*

*Choosing options to suit the way you work*

## Choosing options that affect all of LibreOffice

This section covers some of the settings that apply to all the components of LibreOffice and are particularly important when using Writer. Other general options are discussed in Chapter 2, Setting Up LibreOffice, in the *Getting Started* guide.

Click **Tools > Options**. The list on the left-hand side of the Options – LibreOffice dialog box varies depending on which component of LibreOffice is open. The illustrations in this chapter show the list as it appears when a Writer document is open.

Click the expansion symbol (+ sign or triangle) by **LibreOffice** on the left-hand side. A list of pages drops down. Selecting an item in the list causes the right-hand side of the dialog box to display the relevant page.

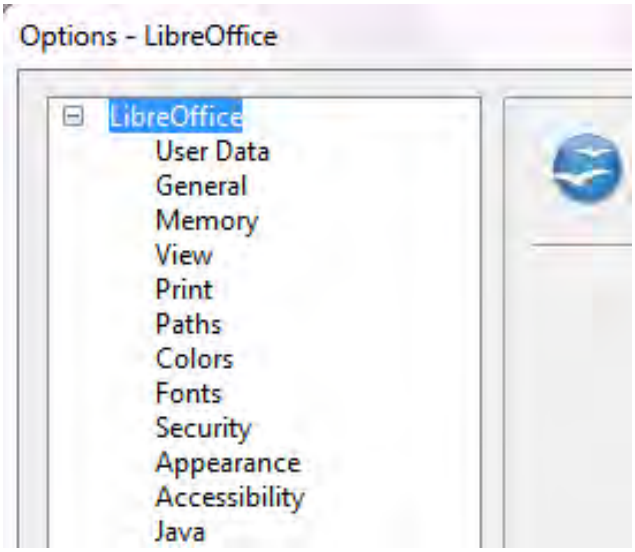



*Figure 26: LibreOffice options*

| Note | The **Back** button, located in the lower right of the full Options dialog box ((not shown in the illustration), has the same effect on all pages of the Options dialog box. It resets options to the values that were in place when you opened LibreOffice. |
|---|---|

### User Data options

Because Writer uses the name or initials stored in the **LibreOffice – User Data** page for several things, including document properties (created by and last edited by information) and the name of the author of notes and changes, you will want to ensure that the correct information appears here.

Fill in the form (shown in Figure 27) or amend or delete any existing incorrect information.

If you are using a version of LibreOffice other than US English, some field labels may be different from those shown in the illustrations.

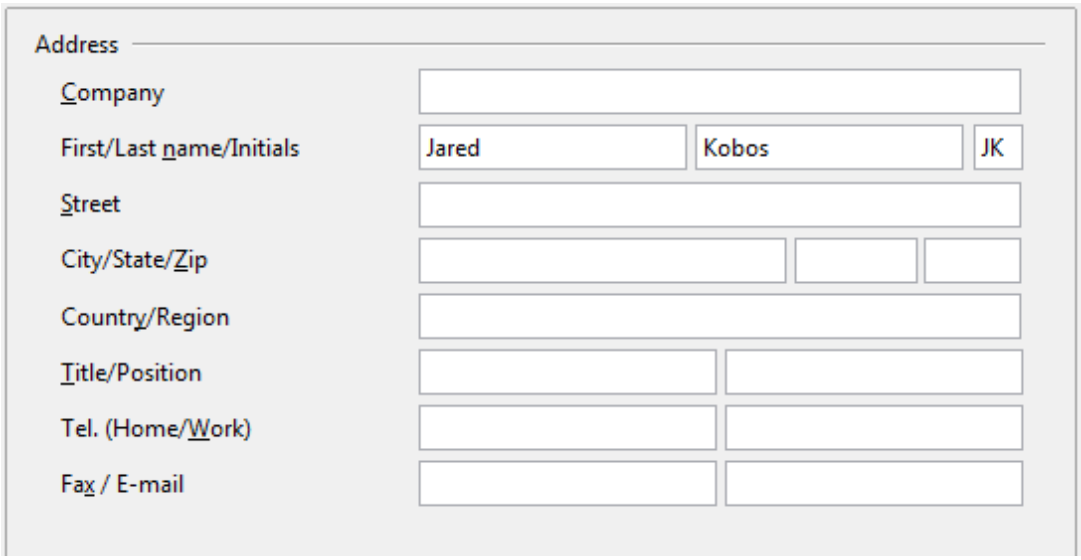



*Figure 27: Filling in user data*

## General options

The options on the **LibreOffice – General** page are described below.

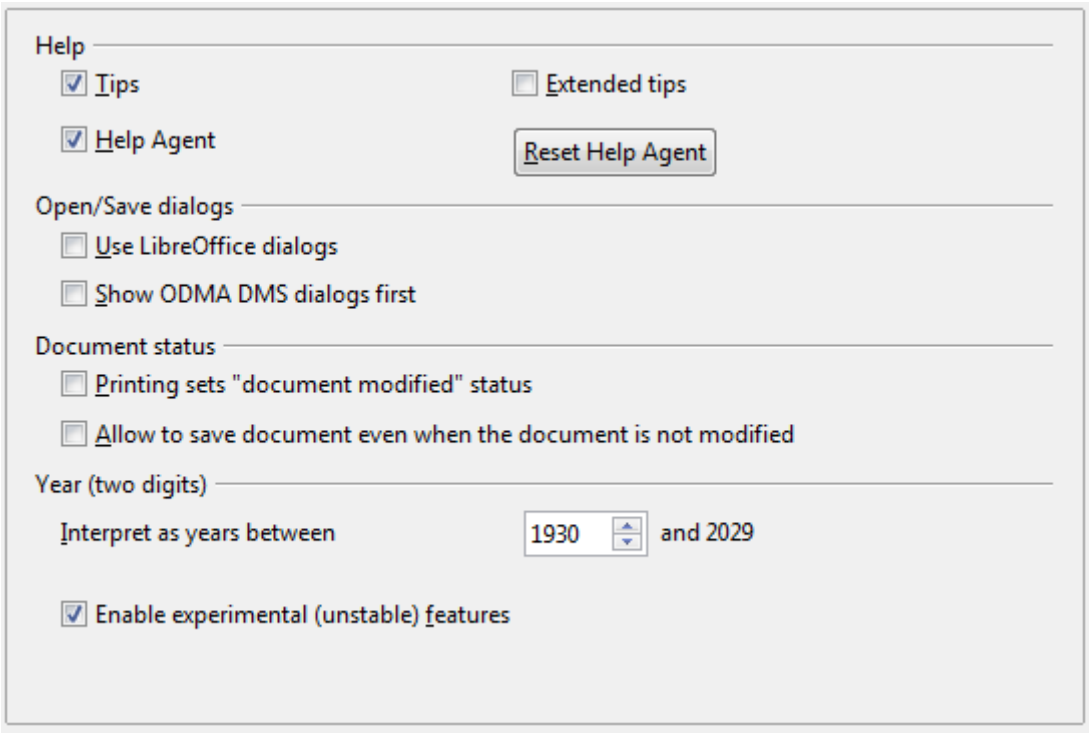



*Figure 28: Setting general options for LibreOffice*

**Help – Tips**

When **Tips** is active, one or two words will appear when you hold the mouse pointer over an icon or field, without clicking.

**Help – Extended tips**

When **Extended tips** *is* active, a brief description of the function of a particular icon or menu command or a field on a dialog box appears when you hold the mouse pointer over that item.

**Help Agent**

To turn off the *Help Agent* (similar to Microsoft's Office Assistant), deselect this option. To restore the default behavior, click **Reset Help Agent**.

**Open/Save dialogs – Use LibreOffice dialogs**

To use the standard Open and Save dialog boxes for your operating system, deselect the **Use LibreOffice dialogs** option. When this option is selected, the Open and Save dialog boxes supplied with LibreOffice will be used. See Chapter 1, *Introducing Writer*, for more about the LibreOffice Open and Save dialog boxes. This book uses the LibreOffice Open and Save dialog boxes in illustrations.

**Open/Save dialogs – Show ODMA DMS dialogs first**

(Windows only) If you have the GroupWise client installed on the computer, you can select this option to have LibreOffice.org offer to open documents from GroupWise, or save documents in GroupWise. If the GroupWise client is not installed, this option has no effect.

**Print dialogs – Use LibreOffice dialogs**

(Mac only) To use the standard Print dialog boxes for your operating system, deselect the **Use LibreOffice dialogs** option. When this option is selected, the Print dialog boxes supplied with LibreOffice will be used. This book uses the LibreOffice Print dialog boxes in illustrations.

**Document status – Printing sets "document modified" status**

If this option is selected, then the next time you close the document after printing, the print date is recorded in the document properties as a change and you will be prompted to save the document again, even if you did not make any other changes.

**Document status – Allow to save document even when the document is not modified**

Normally when a document has not been modified, the **File > Save** menu option and the **Save** icon on the Standard toolbar are disabled and the keyboard shortcut *Ctrl+S* has no effect. Select this option to allow documents to be saved even when they have not been modified.

**Year (two digits)**

Specifies how two-digit years are interpreted. For example, if the two-digit year is set to 1930, and you enter a date of 1/1/30 or later into your document, the date is interpreted as 1/1/1930 or later. An "earlier" date is interpreted as being in the following century; that is, 1/1/20 is interpreted as 1/1/2020.

**Enable experimental (unstable) features**

To try out two experimental features in LibreOffice, in-line formula editing and macro recording, select this option.

## Memory options

In the Options dialog box, click **LibreOffice > Memory**. These options control how LibreOffice uses your computer's memory and how much memory it requires. Before changing them, you may wish to consider the following points:

- More memory can make LibreOffice faster and more convenient (for example, more undo steps require more memory); but the trade-off is less memory available for other applications and you could run out of memory altogether.
- If your documents contain a lot of objects such as images, or the objects are large, LibreOffice's performance may improve if you increase the memory for LibreOffice or the memory per object. If you find that objects seem to disappear from a document that contains a lot of them, increase the number of objects in the cache. (The objects are still in the file even if you cannot see them on screen.)

- To load the Quickstarter (an icon on the desktop or in the system tray) when you start your computer, select the option near the bottom of the dialog. This makes LibreOffice start faster; the trade-off is that LibreOffice uses some memory even when not being used. This option (called **Enable systray Quickstarter** on Linux) is not available on Mac OS X.

*Figure 29: Choosing Memory options for the LibreOffice applications*

## View options

The options on the **LibreOffice – View** page affect the way the document window looks and behaves. Some of these options are described below. Set them to suit your personal preferences.

**User Interface – Scaling**

If the text in the help files or on the menus of the LibreOffice user interface is too small or too large, you can change it by specifying a scaling factor. Sometimes a change here can have unexpected results, depending on the screen fonts available on your system. However, it does not affect the font size of the text in your documents.

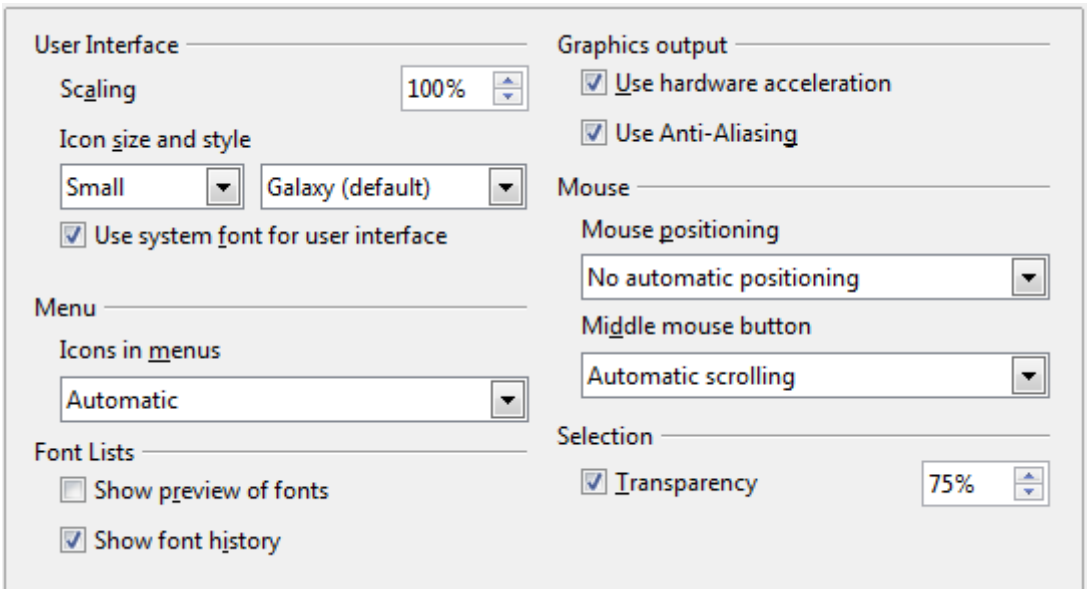



*Figure 30: Choosing View options for LibreOffice applications*

**User Interface – Icon size and style**

The first box specifies the display size of toolbar icons (**Automatic**, **Small**, or **Large**); the **Automatic** icon size option uses the setting for your operating system. The second box specifies the icon style (theme); here the **Automatic** option uses an icon set compatible with your operating system and choice of desktop: for example, KDE or Gnome on Linux.

**User Interface – Use system font for user interface**

If you prefer to use the system font (the default font for your computer and operating system) instead of the font provided by LibreOffice for the user interface, select this option.

**User interface – Screen font Anti-Aliasing**

(Not available in Windows; not shown in Figure 30.) Smooths the screen appearance of text. Enter the smallest font size to apply anti-aliasing.

**Menu – Show icons in menus**

Causes icons as well as words to be visible in menus.

**Font Lists – Show preview of fonts**

Causes the font list to look like Figure 31, Left, with the font names shown as an example of the font. With the option deselected, the font list shows only the font names, not their formatting (Figure 31, Right). The fonts you will see listed are those that are installed on your system.

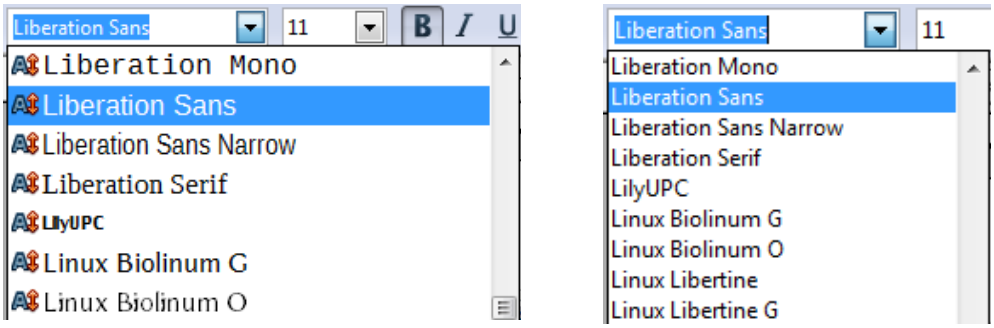



*Figure 31: Font list (Left) showing preview; (Right) without preview*

**Font Lists – Show font history**

Causes the last five fonts you have assigned to the current document to be displayed at the top of the font list.

**Graphics output – Use hardware acceleration**

Directly accesses hardware features of the graphical display adapter to improve the screen display. Not supported on all operating systems and LibreOffice distributions.

**Graphics output – Use Anti-Aliasing**

Enables and disables anti-aliasing, which makes the display of most graphical objects look smoother and with fewer artifacts. Not supported on all operating systems and LibreOffice distributions.

| **Tip** | Press *Shift+Control+R* to restore or refresh the view of the current document after changing the anti-aliasing settings, to see the effect. |
|---|---|

**Mouse positioning**

Specifies if and how the mouse pointer will be positioned in newly opened dialog boxes.

**Middle mouse button**

Defines the function of the middle mouse button.

- **Automatic scrolling** – dragging while pressing the middle mouse button shifts the view.
- **Paste clipboard** – pressing the middle mouse button inserts the contents of the “Selection clipboard” at the cursor position.

The “Selection clipboard” is independent of the normal clipboard that you use by **Edit > Copy/Cut/Paste** or their respective keyboard shortcuts. Clipboard and “Selection clipboard” can contain different contents at the same time.

| *Function* | *Clipboard* | *Selection clipboard* |
|---|---|---|
| Copy content | **Edit > Copy** *Control+C* | Select text, table, or object. |
| Paste content | **Edit > Paste** *Control+V* pastes at the cursor position. | Clicking the middle mouse button pastes at the cursor position. |
| Pasting into another document | No effect on the clipboard contents. | The last marked selection is the content of the selection clipboard. |

**Selection – Transparency**

Determines the appearance of selected text or graphics, which appear on a shaded background. To make the shaded background more or less dark, increase or decrease the Transparency setting.

If you prefer selected material to appear in reversed color (typically white text on a black background), deselect this option.

## Print options

On the **LibreOffice – Print** page, set the print options to suit your default printer and your most common printing method.

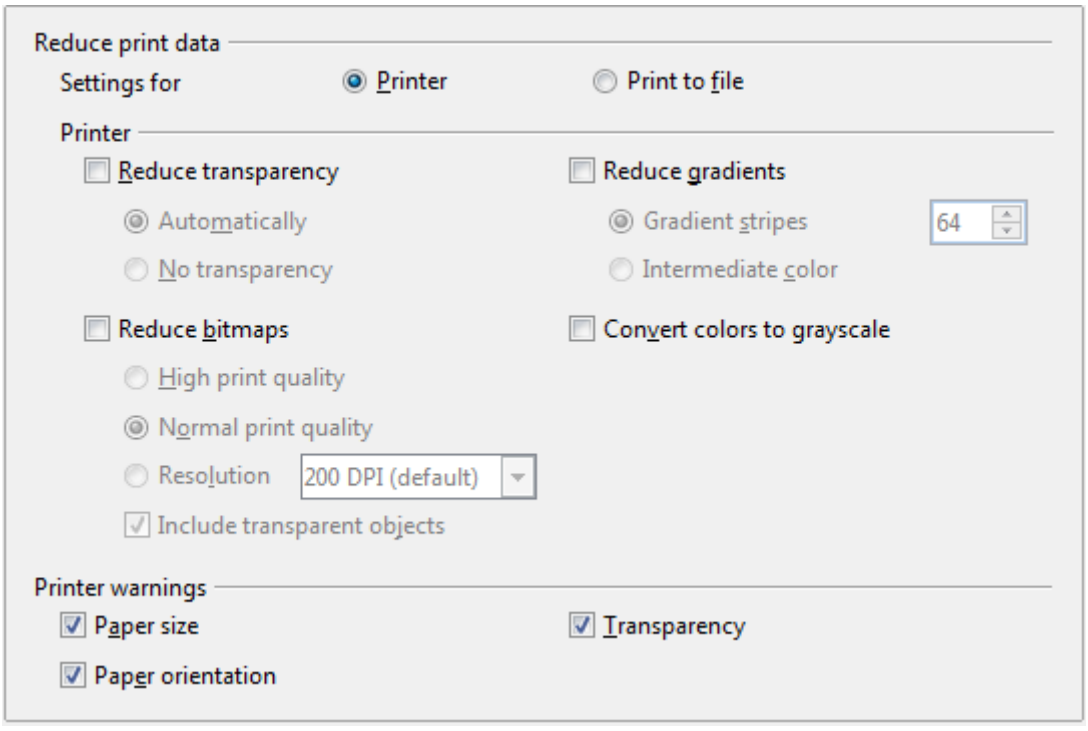



*Figure 32: Choosing general printing options to apply to all LibreOffice components*

In the *Printer warnings* section near the bottom of the page, you can choose whether to be warned if the paper size or orientation specified in your document does not match the paper size or orientation available for your printer. Having these warnings turned on can be quite helpful, particularly if you work with documents produced by people in other countries where the standard paper size is different from yours.

| Tip | If your printouts are incorrectly placed on the page or chopped off at the top, bottom, or sides or the printer is refusing to print, the most likely cause is page-size incompatibility. |
|---|---|

## Path options

On the **LibreOffice – Paths** page, you can change the location of files associated with, or used by, LibreOffice to suit your working situation. In a Windows system, for example, you might want to store documents by default somewhere other than My Documents.

To make changes, select an item in the list shown in Figure 33 and click **Edit**. On the Select Paths dialog box (not shown), add or delete folders as required, and then click **OK** to return to the Options dialog box. Note that many items can have at least two paths listed: one to a shared folder (which might be on a network) and one to a user-specific folder (normally on the user's personal computer). Items with more than one path allowed will use an Edit Paths dialog box (not shown).

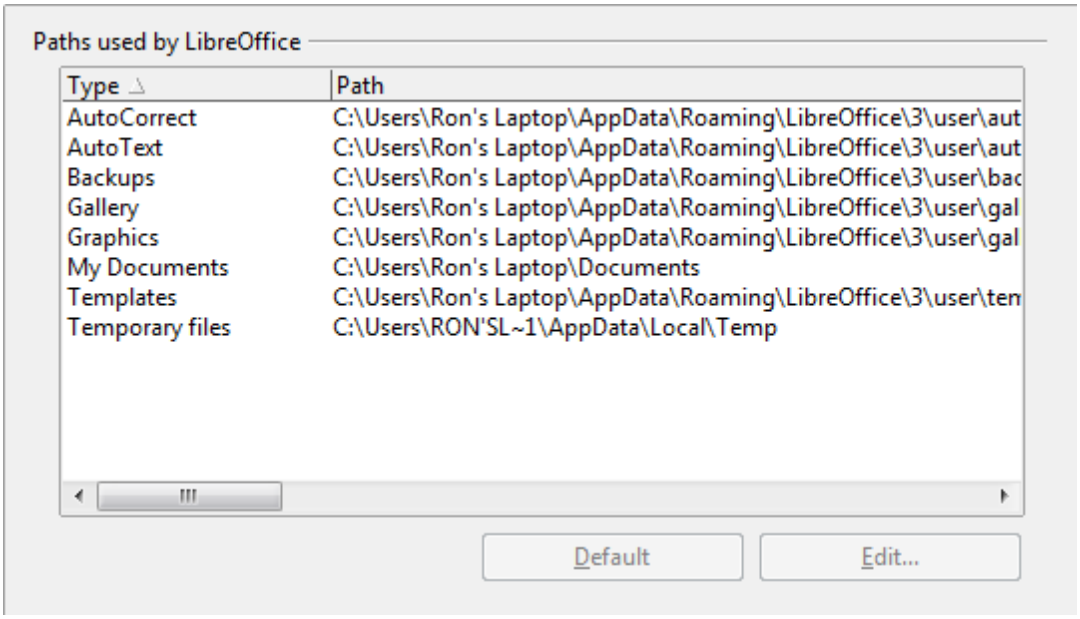



*Figure 33: Viewing the paths of files used by LibreOffice*

| Tip | You can use the entries in the **LibreOffice – Paths** dialog to compile a list of files, such as those containing AutoText, that you need to back up or copy to another computer. |
|---|---|

## Color options

On the **LibreOffice – Colors** page, you can specify colors to use in LibreOffice documents. You can select a color from a color table, edit an existing color, or define new colors. These colors will then be available in color selection lists in LibreOffice.

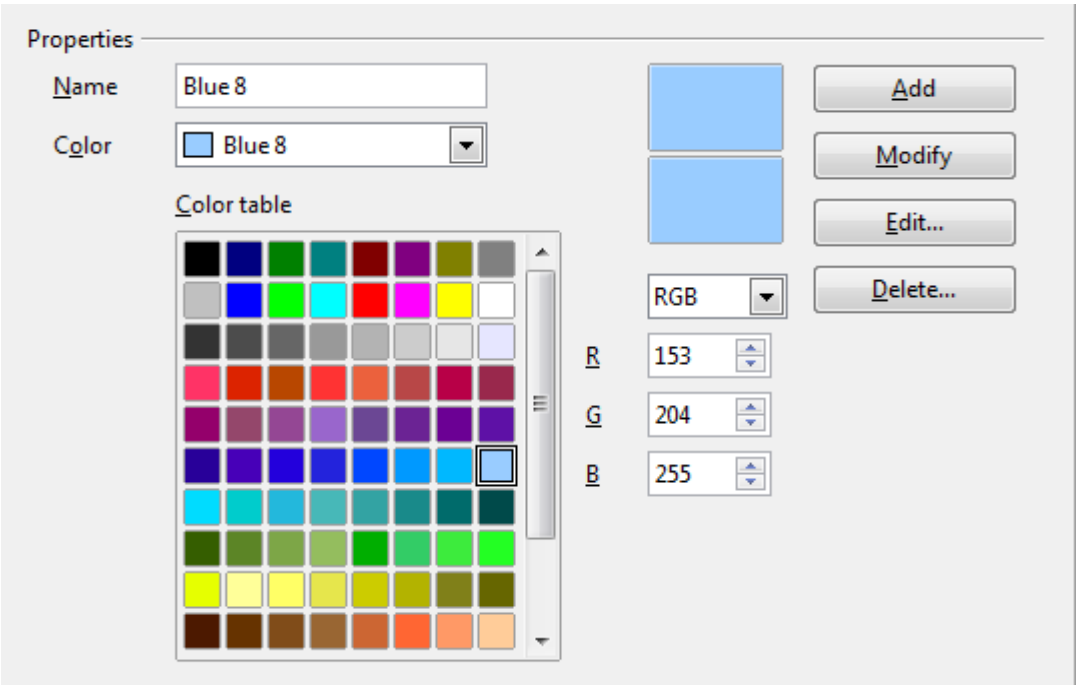



*Figure 34: Defining colors to use in color lists in LibreOffice*

To modify a color:

1) Select the color to modify from the list or the color table.
2) Enter the new values that define the color. If necessary, change the settings from RGB (Red, Green, Blue) to CMYK (Cyan, Magenta, Yellow, Black) or vice versa. The changed color appears in the lower of the two color preview boxes at the top.
3) Modify the **Name** as required.
4) Click the **Modify** button. The newly defined color is now listed in the Color table.

Alternatively, click the **Edit** button to open the Color dialog box, shown in Figure 35.

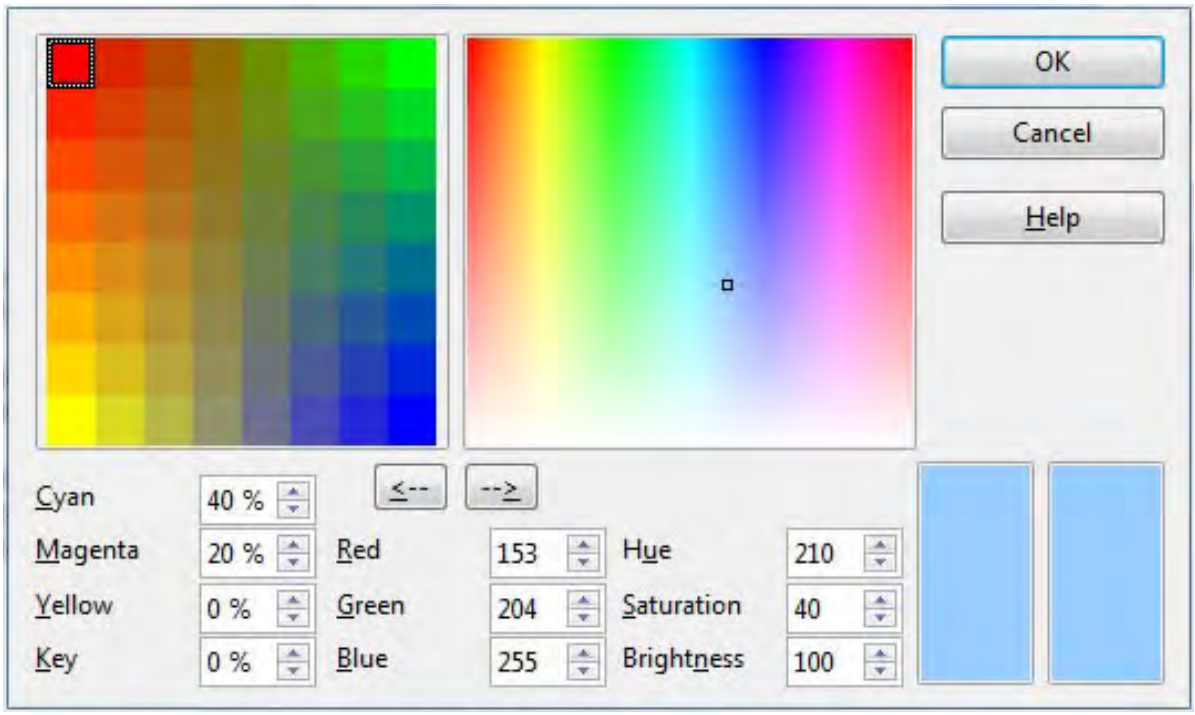



*Figure 35: Editing colors using the Color dialog box*

Here you can select a color from one of the color windows in the upper area, or you can enter values in the lower area using your choice of RGB, CMYK, or HSB (Hue, Saturation and Brightness) values.

The upper right color window is linked directly with the color input fields in the lower area; as you choose a color in the upper window, the numbers change accordingly. The two color fields at the lower right show the value of the selected color on the left and the currently set value from the color value fields on the right.

Modify the color components as required and click **OK** to exit the dialog. The newly defined color now appears in the lower of the color preview boxes shown in Figure 34. Type a name for this color in the **Name** box, then click the **Add** button. A small box showing the new color is added to the Color table.

Another way to define or alter colors is through the **Colors** page of the **Area** dialog, where you can also save and load color lists, a feature that is not possible here. In Writer, draw a temporary Draw object and use the context menu of this object to open the **Area** dialog. If you load a color list in one component of LibreOffice, it is only active in that component; the other components keep their own palettes.

## Font options

You can define replacements for any fonts that might appear in your documents. If you receive from someone else a document containing fonts that you do not have on your system, LibreOffice will substitute fonts for those it does not find. You might prefer to specify a different font from the one the program chooses.

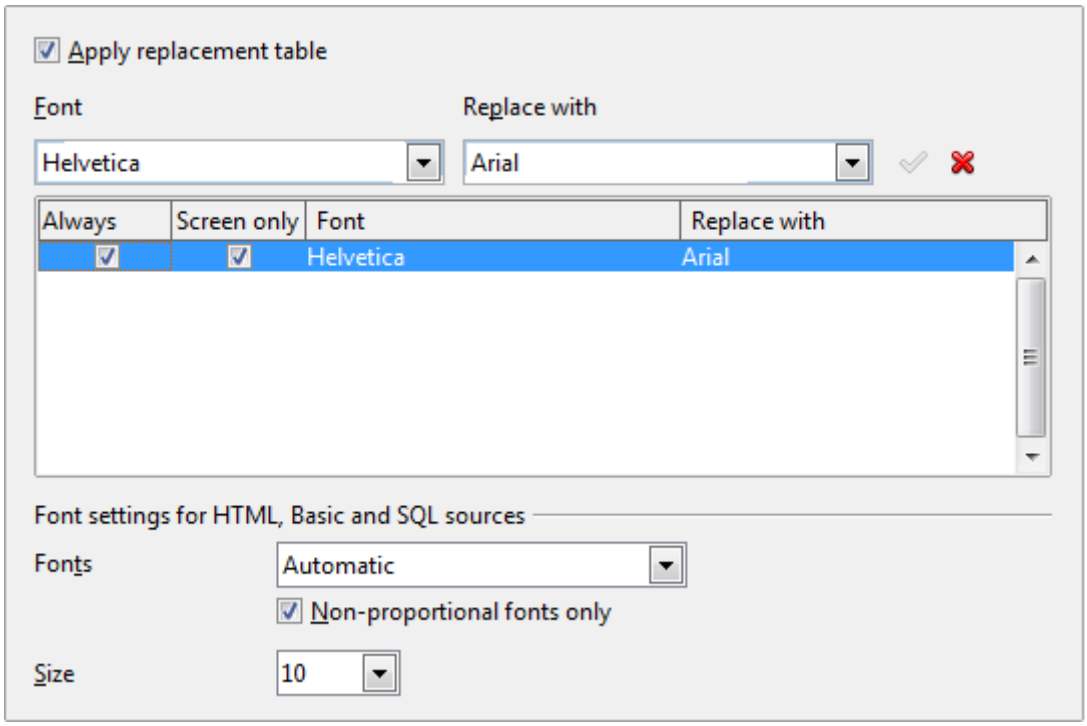



*Figure 36: Defining a font to be substituted for another font*

On the **LibreOffice – Fonts** page:

1) Select **Apply Replacement Table** option.
2) Select or type the name of the font to be replaced in the **Font** box. (If you do not have this font on your system, it will not appear in the drop-down list in this box, so you need to type it in.)

3) In the **Replace with** box, select a suitable font from the drop-down list of fonts installed on your computer.
4) The check mark to the right of the **Replace with** box turns green. Click on this check mark. A row of information now appears in the larger box below the input boxes. Select **Always** to replace the font, even if the original font is installed on your system. Select **Screen only** to replace the screen font only and never replace the font for printing. The results of combining these selections are given in Table 3.
5) In the bottom section of the page, you can change the typeface and size of the font used to display source code such as HTML and Basic (in macros).

*Table 3. Font substitution replacement actions*

| ***Always checkbox*** | ***Screen only checkbox*** | ***Replacement action*** |
|---|---|---|
| checked | blank | Font replacement on screen and when printing, whether the font is installed or not. |
| checked | checked | Font replacement only on screen, whether the font is installed or not. |
| blank | checked | Font replacement only on screen, but only if font is not available. |
| blank | blank | Font replacement on screen and when printing, but only if font is not available. |

## Security options

Use the **LibreOffice – Security** page (Figure 37) to choose security options for saving documents and for opening documents that contain macros.

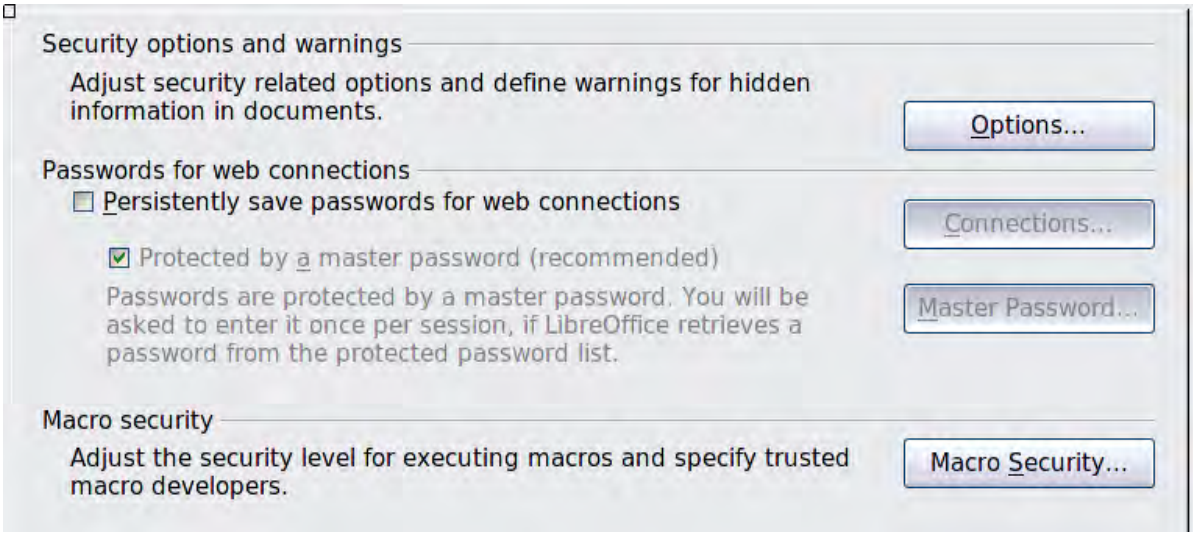

Security options and warnings
Adjust security related options and define warnings for hidden information in documents.
Options...
Passwords for web connections
Persistently save passwords for web connections
Connections...
Protected by a master password (recommended)
Passwords are protected by a master password. You will be asked to enter it once per session, if LibreOffice retrieves a password from the protected password list.
Master Password...
Macro security
Adjust the security level for executing macros and specify trusted macro developers.
Macro Security...

*Figure 37: Choosing security options for opening and saving documents*

**Security Options and warnings**

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some of the recipients to see that information, you can set warnings to remind you to remove it, or you can have LibreOffice remove some of it automatically. Note that (unless removed) much of this information is retained in a file whether the file is in LibreOffice's default Open Document format, or has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with specific choices (Figure 38).

**Macro security**

Click the **Macro Security** button to open the **Macro Security** dialog, where you can adjust the security level for executing macros and specify trusted sources.

### *Security options and warnings*

The following options are on the **Security options and warnings** dialog (Figure 38).

**Remove personal information on saving**

Select this option to always remove user data from the file properties when saving the file. To manually remove personal information from specific documents, deselect this option and then use the **Delete** button under **File > Properties > General**.

**Ctrl-click required to follow hyperlinks**

The default behavior in LibreOffice is to *Ctrl+click* on a hyperlink to open the linked document. Many people find creation and editing of documents easier when accidental clicks on links do not activate the links. To set LibreOffice to activate hyperlinks using an ordinary click, deselect this option.

The other options on this dialog should be self-explanatory.

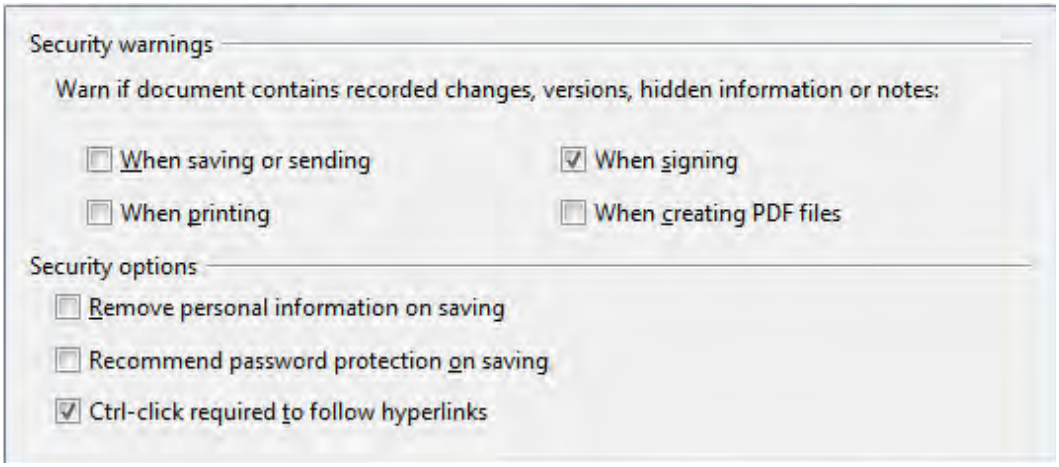

Security warnings
Warn if document contains recorded changes, versions, hidden information or notes:
When saving or sending
When signing
When printing
When creating PDF files
Security options
Remove personal information on saving
Recommend password protection on saving
Ctrl-click required to follow hyperlinks

*Figure 38: Security options and warnings dialog box*

## Appearance options

Writing, editing, and (especially) page layout are often easier when you can see the page margins (text boundaries), the boundaries of tables and sections, grid lines, and other features. In addition, you might prefer to use colors that are different from LibreOffice's defaults for such items as comment indicators or field shadings.

On the **LibreOffice – Appearance** page (Figure 39), you can specify which items are visible and the colors used to display various items.

- To show or hide items such as text boundaries, select or deselect the options next to the names of the items.
- To change the default colors for items, click the down-arrow in the *Color setting* column by the name of the item and select a color from the pop-up box. Note that you can change the list of available colors as described in "Color options" on page 42.
- To save your color changes as a color scheme, click **Save…** and you will be prompted for a name.

**New in LibreOffice 3.4:** a Shadows option (under General), which affects the drop shadow around pages in the Writer window.

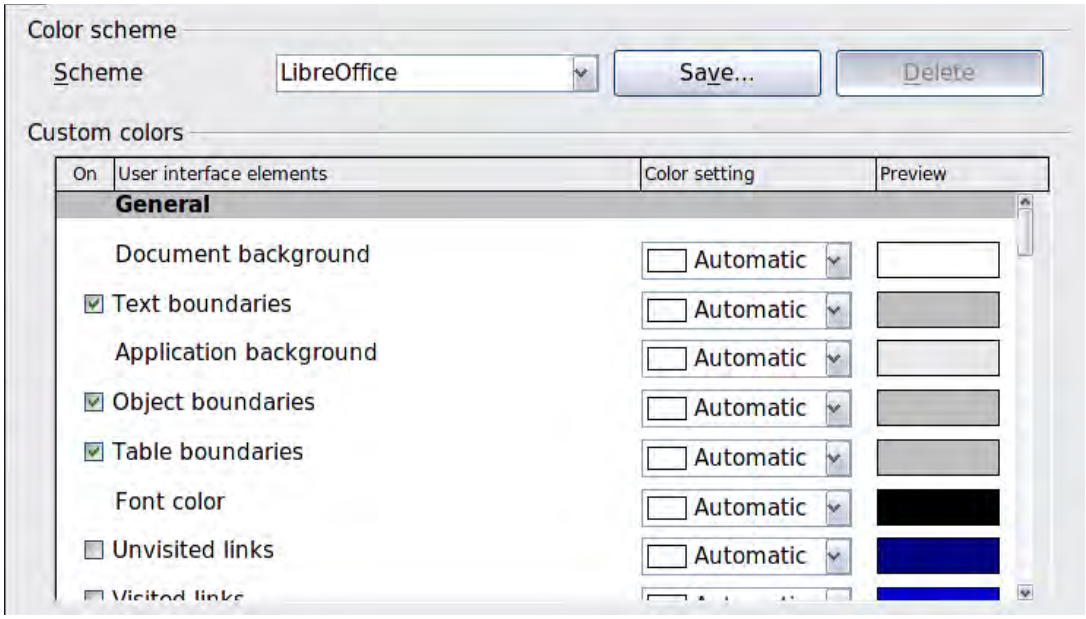



*Figure 39: Showing or hiding text, object, and table boundaries*

## Choosing options for loading and saving documents

You can set the Load/Save options to suit the way you work.

If the Options dialog box is not already open, click **Tools > Options**. Click the expansion symbol (+ sign or triangle) to the left of **Load/Save**.

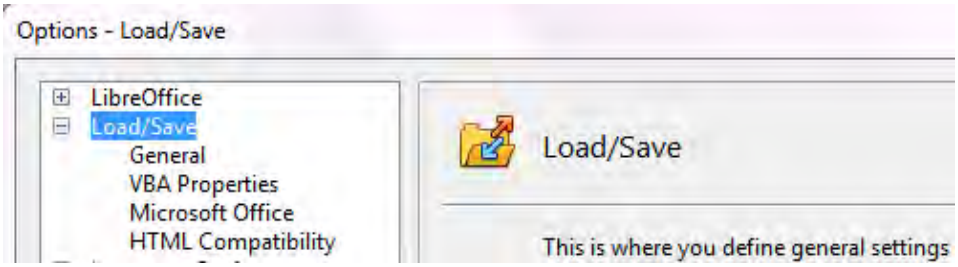



*Figure 40: Load/Save options*

### General Load/Save options

Most of the choices on the **Load/Save – General** page are familiar to users of other office suites. Some items of interest are described below.

**Load user-specific settings with the document**

When you save a document, certain settings are saved with it. Some settings (printer name, data source linked to the document) are always loaded with a document, whether or not this option is selected. If you select this option, these document settings are overruled by the user-specific settings of the person who opens it. If you deselect this option, the user's personal settings do not overrule the settings in the document. For example, your choice (in the options for LibreOffice Writer) of how to update links is affected by the **Load user-specific settings** option.

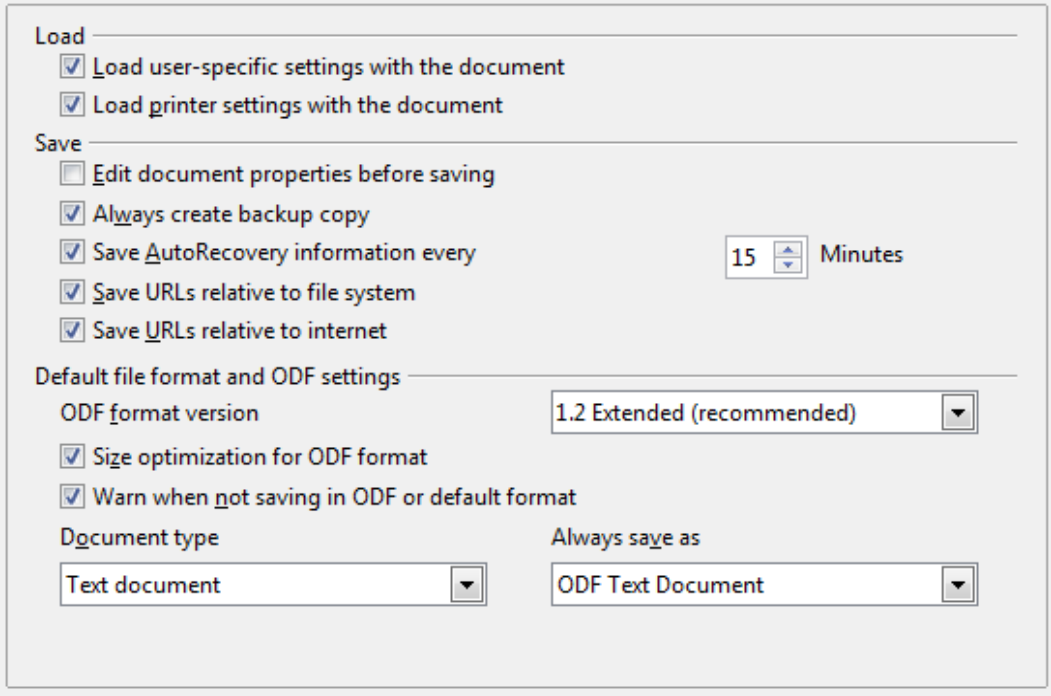



*Figure 41: Choosing Load and Save options*

**Load printer settings with the document**

If this option is **not** selected, the printer settings that are stored with the document are ignored when you print it using the **Print File Directly** icon. The default printer in your system is used instead.

**Edit document properties before saving**

If this option is selected, the document's **Properties** dialog pops up to prompt you to enter relevant information the first time you save a new document (or whenever you use **Save As**).

**Save AutoRecovery information every __ Minutes**

Choose whether to enable AutoRecovery and how often to save the information used by the AutoRecovery process.

AutoRecovery in LibreOffice overwrites the original file. If you also choose **Always create backup copy**, the original file then overwrites the backup copy. If you have this option set, recovering your document after a system crash will be easier; but recovering an earlier version of the document may be harder.

**Save URLs relative to file system / internet**

Relative addressing to a file system is only possible if the source document and the referenced document are both on the same drive. A relative address always starts from the directory in which the current document is located. It is recommended to save relatively if you want to create a directory structure on an Internet server.

**Default file format and ODF settings**

- **ODF format version.** LibreOffice by default saves documents in Open Document Format (ODF) version 1.2 Extended. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.2 is opened in an earlier version of LibreOffice (using ODF 1.0/1.1), some of the advanced features may be lost. Two notable examples are cross-references to headings and the formatting of numbered lists. If you plan to share documents with people who are still using older versions of LibreOffice, save the document using ODF version 1.0/1.1.

- **Size optimization for ODF format.** LibreOffice documents are XML files. When you select this option, LibreOffice writes the XML data without indents and line breaks. If you want to be able to read the XML files in a text editor in a structured form, deselect this option.
- **Document type.** If you routinely share documents with users of Microsoft Word, you might want to change the **Always save as** attribute for text documents to one of the Word formats. Current versions of Microsoft Word can open ODF files, so this may no longer be needed.

| Note | LibreOffice can open and save files in the .docx (Word) and .xlsx (Excel) formats produced by Microsoft Office 2007 and 2010. |
|---|---|

## VBA Properties Load/Save options

On the **Load/Save – VBA Properties** page, you can choose whether to keep any macros in Microsoft Office documents that are opened in LibreOffice. These macros are disabled in LibreOffice.

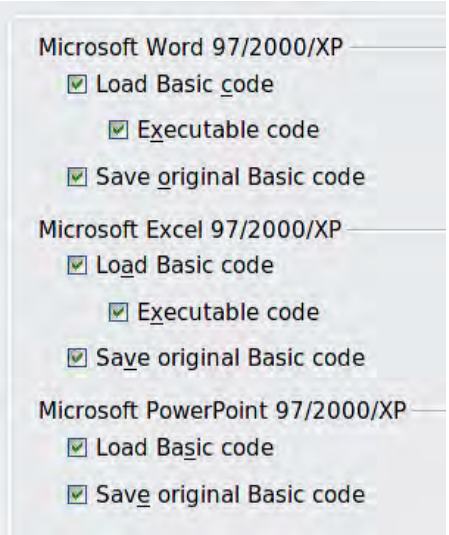



*Figure 42: Choosing Load/Save VBA Properties*

If you choose **Load Basic code**, you can edit the macros in LibreOffice. The changed code is saved in an LibreOffice document but is not retained if you save into a Microsoft Office format.

If you are importing a Microsoft Word or Excel file containing VBA code, you can select the option **Executable code**. Whereas normally the code is preserved but rendered inactive, with this option the code is ready to be executed.

If you choose **Save original Basic code**, the macros are retained unchanged if you save the file into Microsoft Office format.

**Save original Basic code** takes precedence over **Load Basic code**. If both options are selected and you edit the disabled code in LibreOffice, the original Microsoft Basic code will be saved when saving in a Microsoft Office format.

To remove any possible macro viruses from the Microsoft Office document, deselect **Save original Basic code**. The document will be saved without the Microsoft Basic code.

## Microsoft Office Load/Save options

On the **Load/Save – Microsoft Office** page, you can choose what to do when importing and exporting Microsoft Office OLE objects (linked or embedded objects or documents such as spreadsheets or equations).

Select the [L] check boxes to convert Microsoft OLE objects into the corresponding LibreOffice OLE objects when a Microsoft document is loaded into LibreOffice (mnemonic: “L” for “load”).

Select the [S] check boxes to convert LibreOffice OLE objects into the corresponding Microsoft OLE objects when a document is saved in a Microsoft format (mnemonic: “S” for “save”).

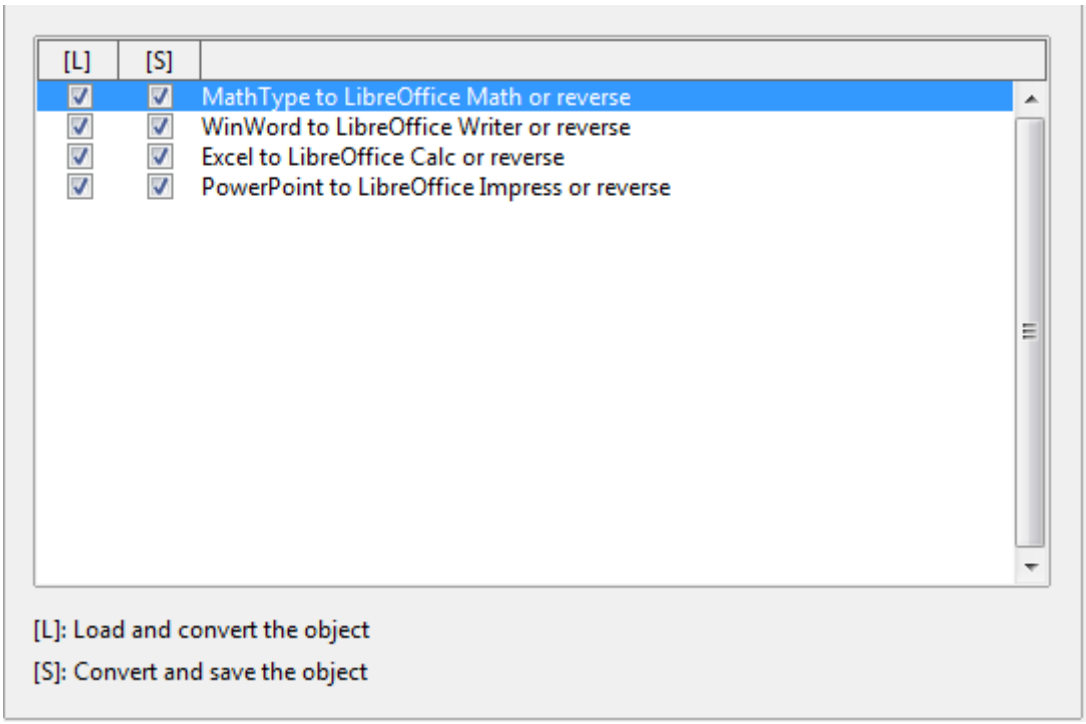

[L]
[S]
MathType to LibreOffice Math or reverse
WinWord to LibreOffice Writer or reverse
Excel to LibreOffice Calc or reverse
PowerPoint to LibreOffice Impress or reverse
[L]: Load and convert the object
[S]: Convert and save the object

*Figure 43: Choosing Load/Save Microsoft Office options*

## HTML compatibility Load/Save options

Choices made on the **Load/Save – HTML Compatibility** page affect HTML pages imported into LibreOffice and those exported from LibreOffice. See *HTML documents; importing/exporting* in the Help for more information.

**Font sizes**

Use these fields to define the respective font sizes for the HTML `<font size=1>` to `<font size=7>` tags, if they are used in the HTML pages. (Many pages no longer use these tags.)

**Import - Use 'English (USA)' locale for numbers**

When importing numbers from an HTML page, the decimal and thousands separator characters differ according to the locale of the HTML page. The clipboard, however, contains no information about the locale. If this option is **not** selected, numbers will be interpreted according to the **Locale setting** in **Tools > Options > Language Settings > Languages** (see page 60). If this option is selected, numbers will be interpreted as for the English (USA) locale.

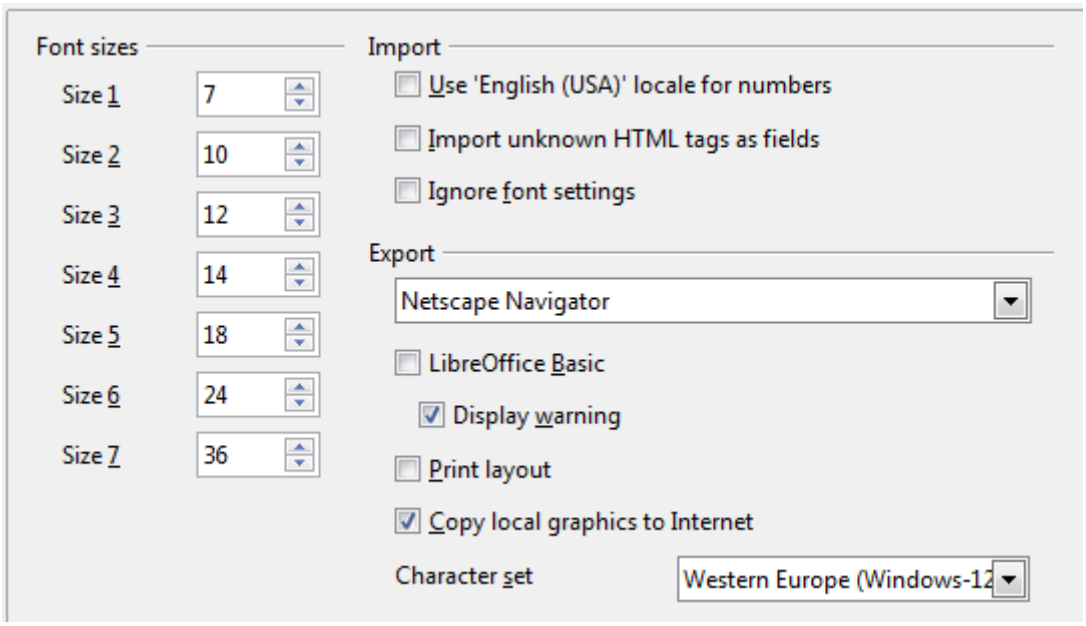



*Figure 44: Choosing HTML compatibility options*

**Import – Import unknown HTML tags as fields**

Select this option if you want tags that are not recognized by LibreOffice to be imported as fields. For an opening tag, an `HTML_ON` field will be created with the value of the tag name. For a closing tag, an `HTML_OFF` will be created. These fields will be converted to tags in the HTML export.

**Import – Ignore font settings**

Select this option to have LibreOffice ignore all font settings when importing. The fonts that were defined in the HTML Page Style will be used.

**Export**

To optimize the HTML export, select a browser or HTML standard from the **Export** box. If **LibreOffice Writer** is selected, specific LibreOffice Writer instructions are exported.

**Export – LibreOffice Basic**

Select this option to include LibreOffice Basic macros (scripts) when exporting to HTML format. You must activate this option *before* you create the LibreOffice Basic macro; otherwise the script will not be inserted. LibreOffice Basic macros must be located in the header of the HTML document. Once you have created the macro in the LibreOffice Basic IDE, it appears in the source text of the HTML document in the header.

If you want the macro to run automatically when the HTML document is opened, choose **Tools > Customize > Events**. See Chapter 13, Getting Started with Macros, in the *Getting Started* guide for more information.

**Export – Display warning**

When the **LibreOffice Basic** option (see above) is *not* selected, the **Display warning** option becomes available. If the **Display warning** option is selected, then when exporting to HTML a warning is shown that LibreOffice Basic macros will be lost.

**Export – Print layout**

Select this option to export the print layout of the current document as well.

The HTML filter supports CSS2 (Cascading Style Sheets Level 2) for printing documents. These capabilities are only effective if this print layout export option is selected.

**Export – Copy local graphics to Internet**

Select this option to automatically upload the embedded pictures to the Internet server when uploading using FTP.

**Export – Character set**

Select the appropriate character set for the export.

## Choosing options for Writer

Settings chosen on the pages in the LibreOffice Writer section of the Options dialog box determine how your Writer documents look and behave while you are working on them.

If the Options dialog box is not already open, click **Tools > Options**.

Click the expansion symbol (+ sign or triangle) by LibreOffice Writer on the left-hand side of the dialog box. A list of pages drops down.

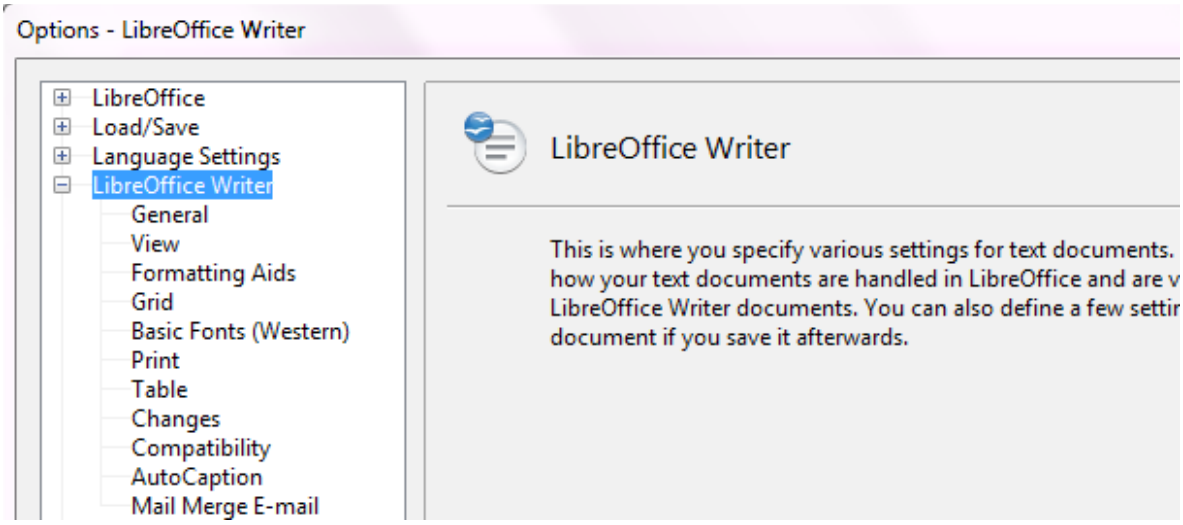



*Figure 45: LibreOffice Writer options*

### General options

The choices on the **LibreOffice Writer – General** page affect the updating of links and fields, the units used for rulers and other measurements, and the default tab stop positions.

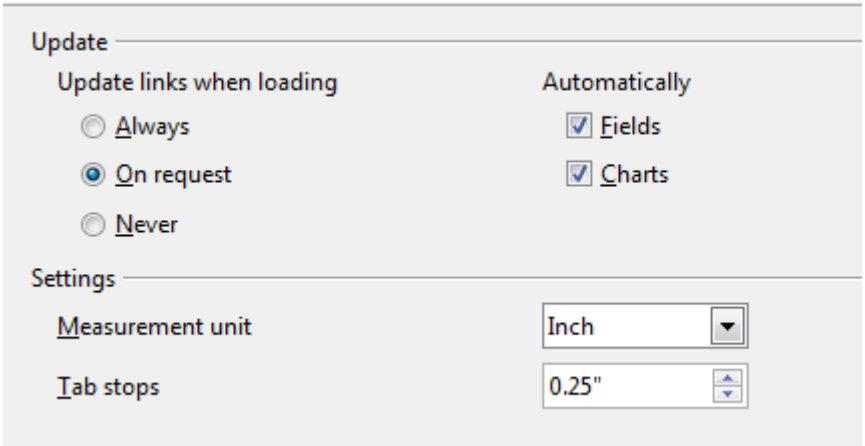



*Figure 46: Choosing general options for Writer*

**Update links when loading**

Depending on your work patterns, you may not want links to be updated when you load a document. For example, if your file links to other files on a network, you won't want those links to update when you are not connected to the network.

**Update fields and charts automatically**

You may not want fields or charts to update automatically when you are working, because that slows down performance.

**Settings – Tab stops**

The *Tab stops* setting specifies the distance the cursor travels for each press of the *Tab* key. This setting is also used for the indent distance applied by the **Increase Indent** and **Decrease Indent** buttons on the **Formatting** toolbar, which affect the indentation of entire paragraphs.

Using the default tab stops to space out or indent material on a page is not recommended. If you use the default tab interval and then send the document to someone who uses a different default tab interval, then your tabbed material will be displayed using the other person's default tab settings. In addition, any changes to the default tab stops will change the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To avoid these unwanted changes, define your own tabs in paragraph styles or individual paragraphs (see "Defining your own tab stops and indents" in Chapter 3, Working with Text).

## View options

Two pages of options set the defaults for viewing Writer documents: **View** (described here) and **Formatting Aids** (described below).

If the items on the **LibreOffice Writer – View** page are not self-explanatory, you can easily test their effects in a blank document.

This is a good page to check if, for example, you cannot see graphics on the screen or you see field codes instead of the text or numbers you are expecting.

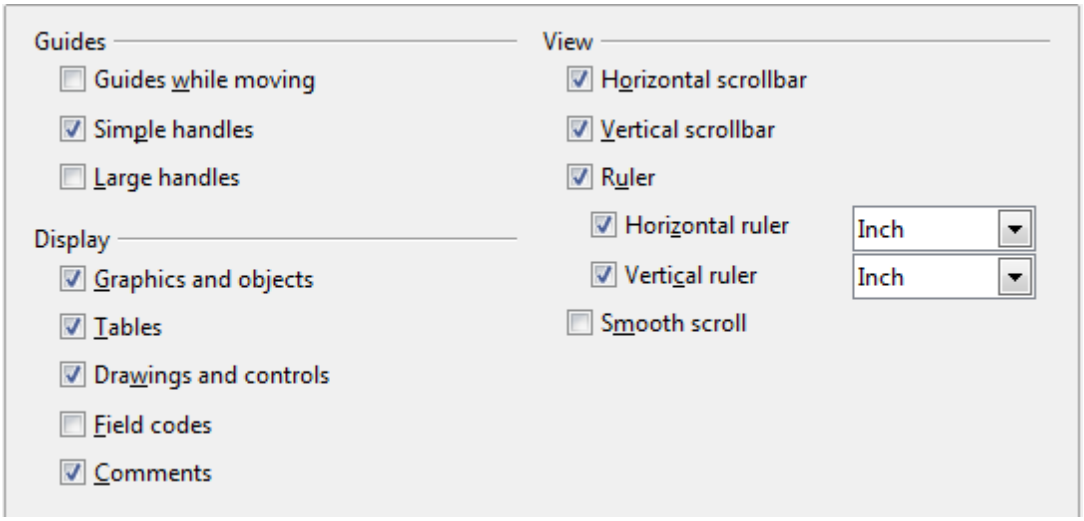



*Figure 47: Choosing View options for Writer*

## Formatting Aids options

The display of symbols such as paragraph ends and tabs help you when writing, editing, and doing page layout. For example, you might want to know if any blank paragraphs or tabs are included or if any tables or graphics are too wide and intrude into the margins of the page.

On the **LibreOffice Writer – Formatting Aids** page, select the required options.

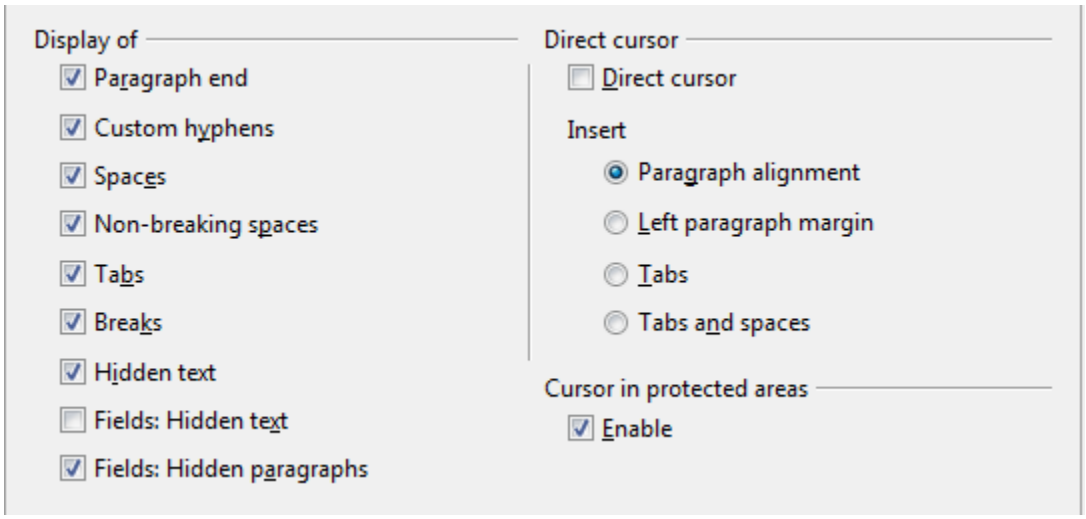



*Figure 48: Choosing Formatting Aids options*

| Note | Direct cursor lets you enter text, images, tables, frames, and other objects in any blank area in your document. Writer inserts blank paragraphs and tabs to position the text or objects.<br>This feature is incompatible with rigorous use of styles and can lead to many formatting oddities, so it should be avoided by professional writers. |
|---|---|

## Grid options

Specifying **snap to grid** can be very helpful when you are trying to align several objects such as graphics or tables.

On the **LibreOffice Writer – Grid** page, you can choose whether to enable this feature and what grid intervals to use. If the grid intervals (subdivisions) are too large, you may find that you do not have enough control in placing the objects.

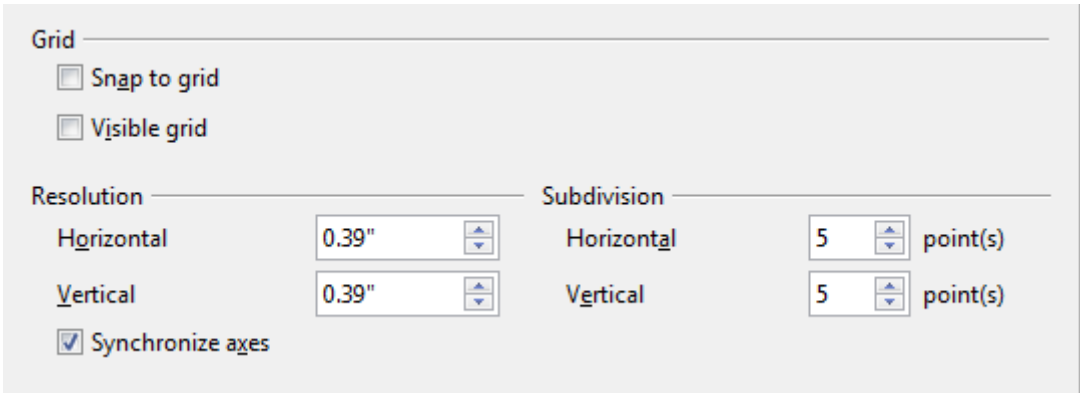



*Figure 49: Choosing Grid options*

## Default fonts

The default fonts specified on the **LibreOffice Writer – Basic Fonts (Western)** page apply to both Writer documents and HTML (Web) documents. They define the basic fonts for the predefined templates. If you want to change the defaults, do so on this page. If you have Asian language support enabled (see Figure 58) there will be a page for **Basic Fonts (Asian)** as well.

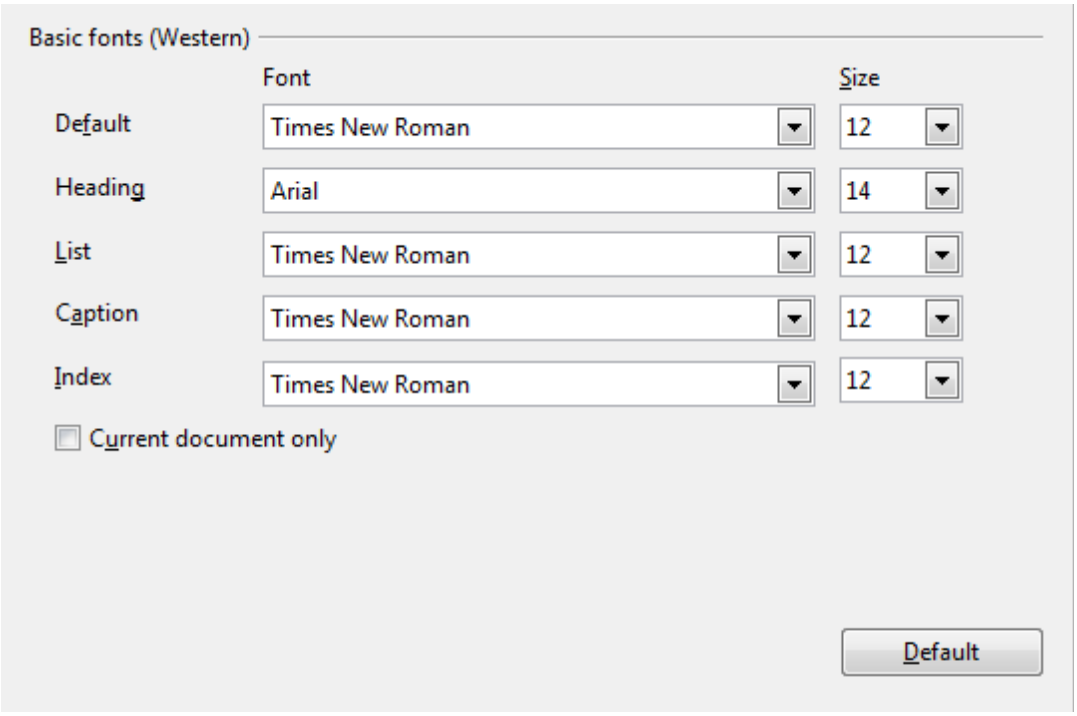



*Figure 50: Choosing default fonts*

You can, of course, modify specific templates (as described in Chapter 10) or choose other fonts for use in specific documents, either by applying direct formatting or by defining and applying styles in those templates and documents.

When choosing fonts on this page, you are not limited to single fonts or to the ones shown in the drop-down list. You can specify a “font family” as a comma-separated set of fonts that includes those suitable for Windows, Macintosh, Linux, and other operating systems. These choices are particularly important in HTML documents.

If the document is viewed on a system that does not have the first font specified, it will use one of the other fonts if that one is available. Otherwise, it will substitute a font that is available on the system.

Type the list of fonts, separated by commas, in the boxes. If you want these defaults to apply to the current document only, select that option. The **Default** button resets the values on this page to the defaults installed with LibreOffice.

## Print options

On the **LibreOffice Writer – Print** page (Figure 51), you can choose which items are printed with the document by default. These options are in addition to those on the **LibreOffice – Print** page (Figure 32).

Some considerations:

- When you are working on drafts and you want to save printer ink or toner, you might want to deselect some of the items in the *Contents* section.

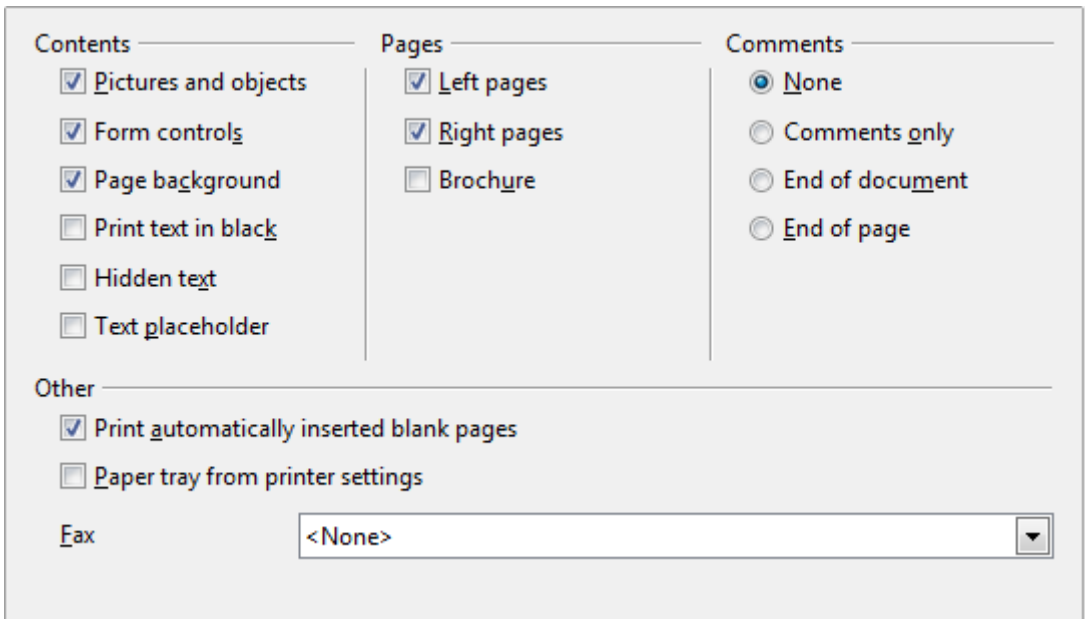



*Figure 51: Choosing Print options for Writer*

- The **Print text in black** selection causes color text (but not graphics) to print as black on a color printer; on a black-and-white printer, this option causes color text to print as solid black instead of shades of gray (dithered).
- The **Print text in black** option has a different effect than the **Convert colors to grayscale** option on the **Options – LibreOffice – Print** page (Figure 32), which prints all graphics as grayscale on color printers. (On black-and-white printers, color in graphics normally prints as grayscale.)
- If you are printing double-sided on a non-duplexing printer, you might choose to print only left or right pages, then turn the stack over and print the other pages.

| Tip | You can override any of these defaults when printing a document. Click **File > Print**, then use the options on the various pages of the Print dialog box. |
|---|---|

## Default table options

On the **LibreOffice Writer – Table** page, you can specify the default behavior of tables.

Some considerations:

- If most of your tables will require borders or headings, select those options. If most of your tables are used for page layout, deselect borders and headings.
- **Number recognition** can be very useful if most of your tables contain numerical data; Writer will recognize dates or currency, for example, and format the numbers appropriately. However, if you want the numbers to remain as ordinary text, this feature can be quite irritating, so you will want to deselect it.
- The *Keyboard handling* section specifies the distances that cells move when you use keyboard shortcuts to move them and the size of rows and columns inserted using keyboard shortcuts.
- The choices in the *Behavior of rows/columns* section determine the effects that changes to rows or columns have on adjacent rows or columns and the entire table. You might need to test these selections to fully understand the effects.

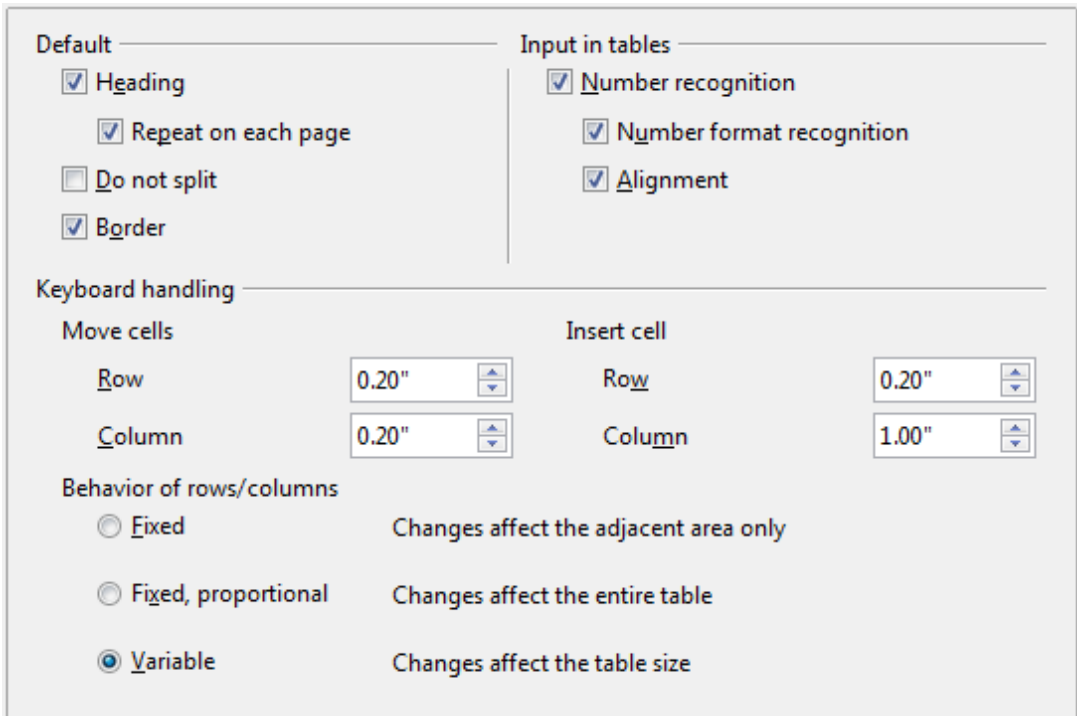



*Figure 52: Choosing default Table options*

## Change tracking options

If you plan to use the change-tracking feature of Writer, use the **LibreOffice Writer – Changes** page to choose the way inserted and deleted material is marked, whether and how attribute changes are marked, and whether and how change bars are marked in the margins.

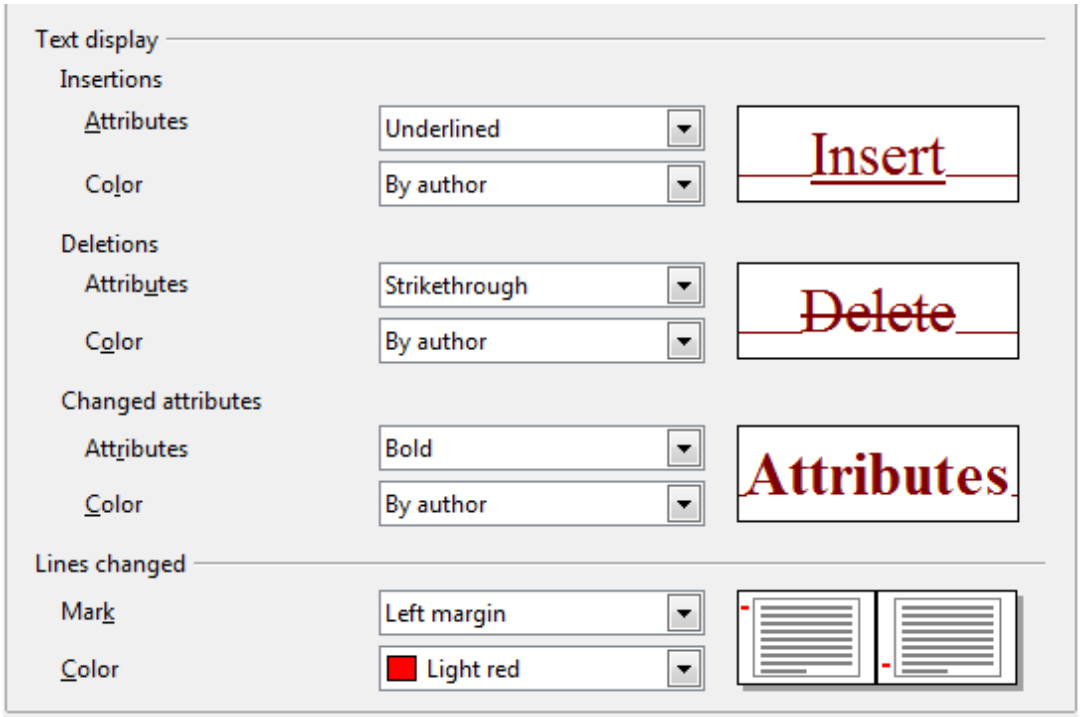



*Figure 53: Choosing options for tracking changes*

## Compatibility options

Do you need to import Microsoft Word documents into LibreOffice Writer? If so, you might want to select some or all of the settings on the **LibreOffice Writer – Compatibility** page. If you are not sure about the effects of these settings, leave them as the defaults provided by LibreOffice. For information about the settings not described below, see the Help.

**Use printer metrics for document formatting**

If this option is selected, the printer specified for the document determines how the document is formatted for viewing on screen. The line breaks and paragraph breaks you see on screen match those that apply when the document is printed on that printer.

This setting can be useful when several people are reviewing a document that will eventually be printed on a specific printer or when the document is exported to PDF (a process that uses “Adobe PDF” as the printer).

If this option is not selected, a printer-independent layout will be used for screen display and printing.

**Add spacing between paragraphs and tables (in current document)**

In LibreOffice Writer, paragraph spacing is defined differently than it is in MS Word documents. If you have defined spacing between two paragraphs or tables, spacing is also added in the corresponding MS Word documents.

If this option is selected, Microsoft Word-compatible spacing is added between paragraphs and tables in LibreOffice Writer documents.

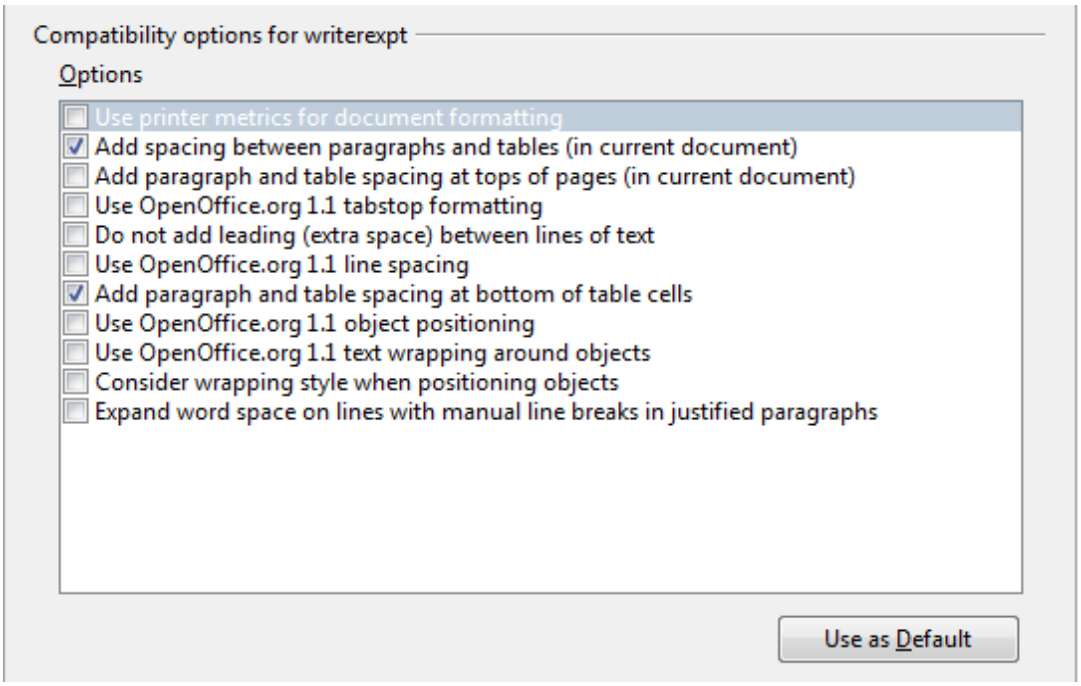

Compatibility options for writerexpt
Options
Use printer metrics for document formatting
Add spacing between paragraphs and tables (in current document)
Add paragraph and table spacing at tops of pages (in current document)
Use OpenOffice.org 1.1 tabstop formatting
Do not add leading (extra space) between lines of text
Use OpenOffice.org 1.1 line spacing
Add paragraph and table spacing at bottom of table cells
Use OpenOffice.org 1.1 object positioning
Use OpenOffice.org 1.1 text wrapping around objects
Consider wrapping style when positioning objects
Expand word space on lines with manual line breaks in justified paragraphs
Use as Default

*Figure 54: Choosing compatibility options*

**Add paragraph and table spacing at tops of pages (in current document)**

You can define paragraphs to have space appear before (above) them. If this option is selected, any space above a paragraph will also appear if the paragraph is at the beginning of a page or column, if the paragraph is positioned on the first page of the document, or after a manual page break.

If you import a Microsoft Word document, the spaces are automatically added during the conversion.

**Add paragraph and table spacing at bottom of table cells**

Specifies that the bottom spacing is added to a paragraph, even when it is the last paragraph in a table cell.

**Use as Default**

Click this button to use the current settings on this page as the default in LibreOffice.

## AutoCaption options

Do you want LibreOffice to automatically insert captions for tables, pictures, frames, and OLE objects that have been inserted in a Writer document?

| Note | You may not always want captions for every table, for example, if you use tables for layout as well as for tables of data. You can always add captions to individual tables, graphics, or other objects (right-click **> Caption**). |
|---|---|

If you do want automatic captions on one or more object types, use the options on the **LibreOffice Writer > AutoCaption** page. Enable the check box next to an object you want to be automatically captioned (**Picture** in the example shown).With the item highlighted, specify the characteristics of the caption.

The supplied categories for captions are **Drawing**, **Illustration**, **Table**, and **Text**. However, you are not limited to the supplied categories. If you want to use another name (for example, **Figure**) for the caption label, type the required term in the box. In the example shown, **Figure** has been added to the list.

Additional information about numbering captions by chapter, character styles, frame styles, and other items on the **AutoCaption** page, is given in later chapters in the *Writer Guide*.

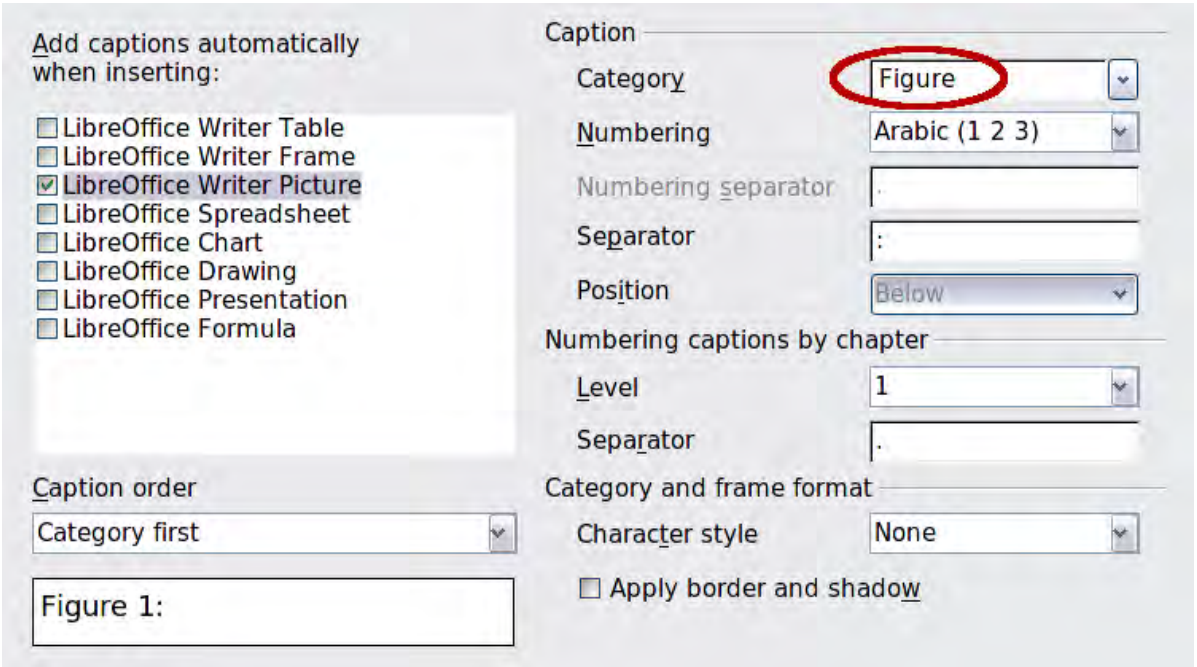



*Figure 55: Setting up a new category for automatic captions on graphics*

## Mail Merge E-mail options

You can produce form letters using Writer and then use the mail merge function to personalize those letters and send them to a number of addresses taken from a data source, such as an

address book. Mail merged documents can be printed and mailed, or sent by e-mail. (See Chapter 11, Using Mail Merge, for details.)

Use the **LibreOffice Writer – Mail Merge E-mail** page to set up the user and server information for sending form letters by e-mail. If you are not sure what information to put in any of the fields, consult your e-mail program or your Internet service provider.

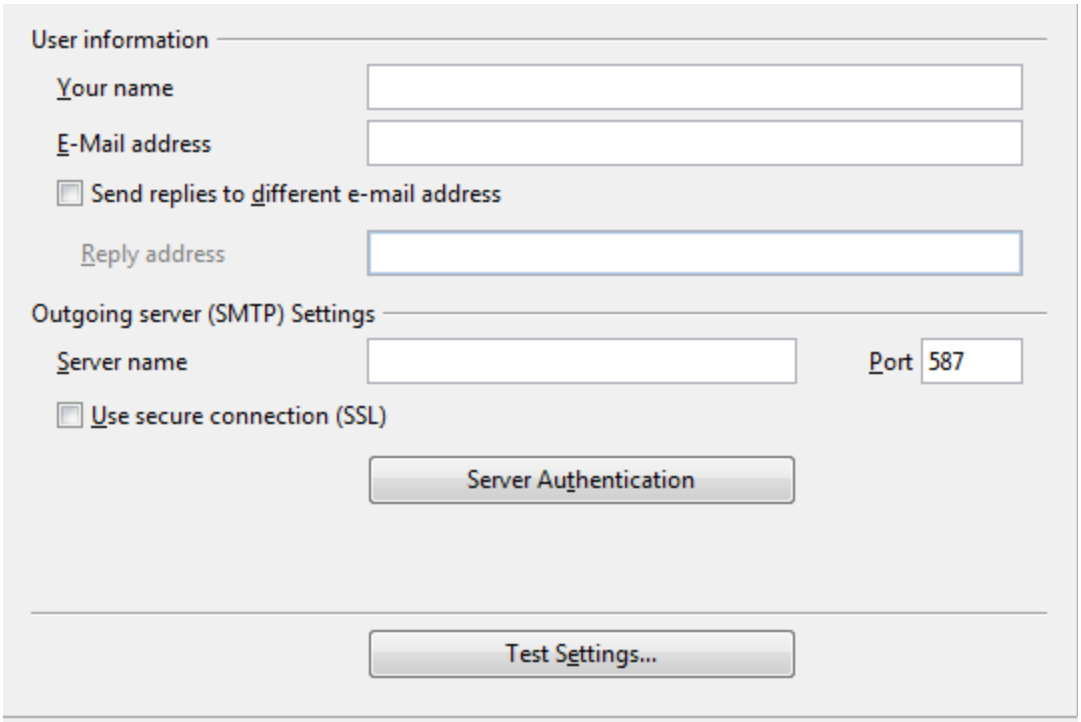



*Figure 56: Specifying settings for use when e-mailing mail-merged form letters*

## Choosing options for HTML documents

You can configure LibreOffice to treat HTML documents in Writer differently than regular documents.

1) If the Options dialog box is not already open, click **Tools > Options**.
2) Click the expansion symbol (+ sign or triangle) by **LibreOffice Writer/Web** on the left-hand side of the Options dialog box. A list of pages drops down.

Here you can customize settings related to printing, formatting aids, view options, table defaults, the grid, and a default background for HTML documents you're working with in Writer.

The pages for View, Formatting Aids, Grid, Print, and Table are the same (or subsets) of the pages described above under LibreOffice Writer, but are for Writer/Web instead.

The Background page allows you to specify the defalt background color for documents in Writer/Web.

## Choosing language settings

You may need to do several things to set the language settings to what you want:

- Install the required dictionaries
- Change some locale and language settings
- Choose spelling options

## Install the required dictionaries

LibreOffice3 automatically installs several dictionaries with the program. To add other dictionaries, be sure you are connected to the Internet, and then use **Tools > Language > More Dictionaries Online**. LibreOffice will open your default web browser to a page containing links to additional dictionaries that you can install. Follow the prompts to select and install the ones you want.

## Change some locale and language settings

You can change some details of the locale and language settings that LibreOffice uses for all documents or for specific documents.

In the Options dialog box, choose **Language Settings > Languages**. Click the expansion symbol (+ sign or triangle). The exact list shown depends on the *Enhanced language support* settings (see Figure 58).

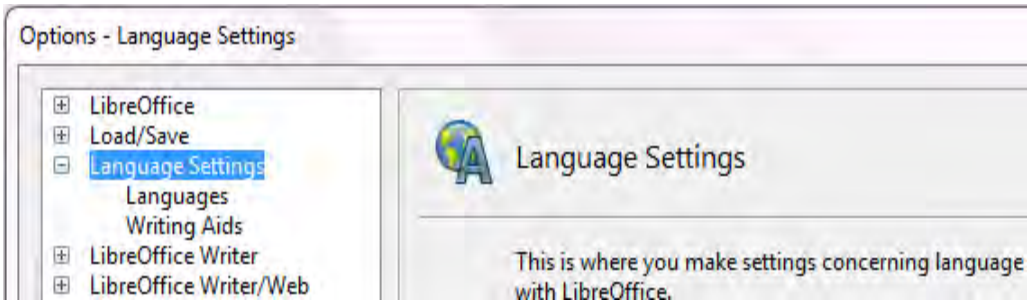



*Figure 57: LibreOffice language options*

On the right-hand side of the **Language Settings – Languages** page (Figure 58), change the **User interface**, **Locale setting**, **Default currency**, and the settings under *Default languages for documents* as required. In the example, English (USA) has been chosen for all the appropriate settings.

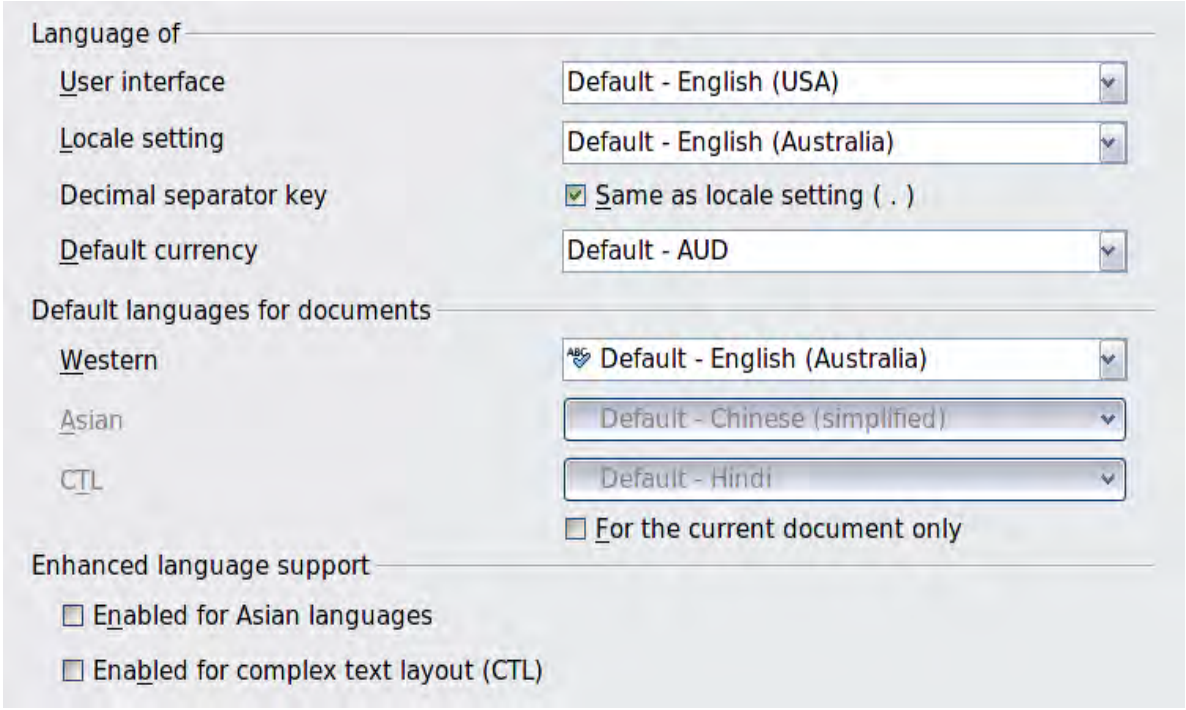



*Figure 58: Choosing language options*

If you want the language setting to apply to the current document only, instead of being the default for all new documents, select **For the current document only**.

If necessary, select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for CTL (complex text layout) languages such as Hindi, Thai, Hebrew, and Arabic. If you choose either of these options, the next time you open the Options dialog box, you will see some extra pages under **Language Settings**, as shown in Figure 59. These pages (Searching in Japanese, Asian Layout, and Complex Text Layout) are not discussed here.

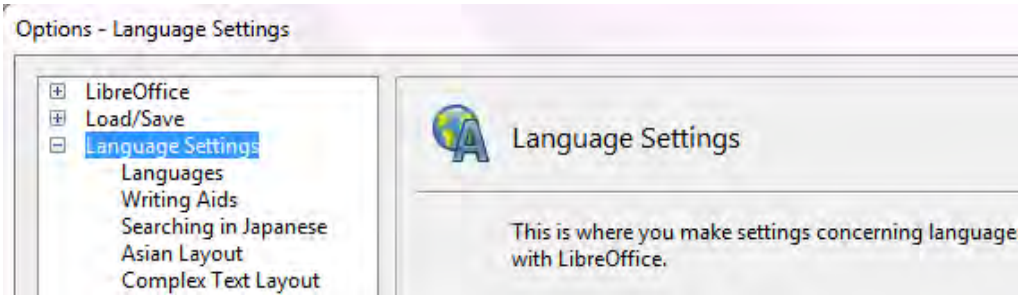



*Figure 59: Extra pages available when enhanced language support options are selected*

## Choose spelling options

To choose the options for checking spelling, choose **Language Settings > Writing Aids**. In the *Options* section of the page, choose the settings that are useful for you.

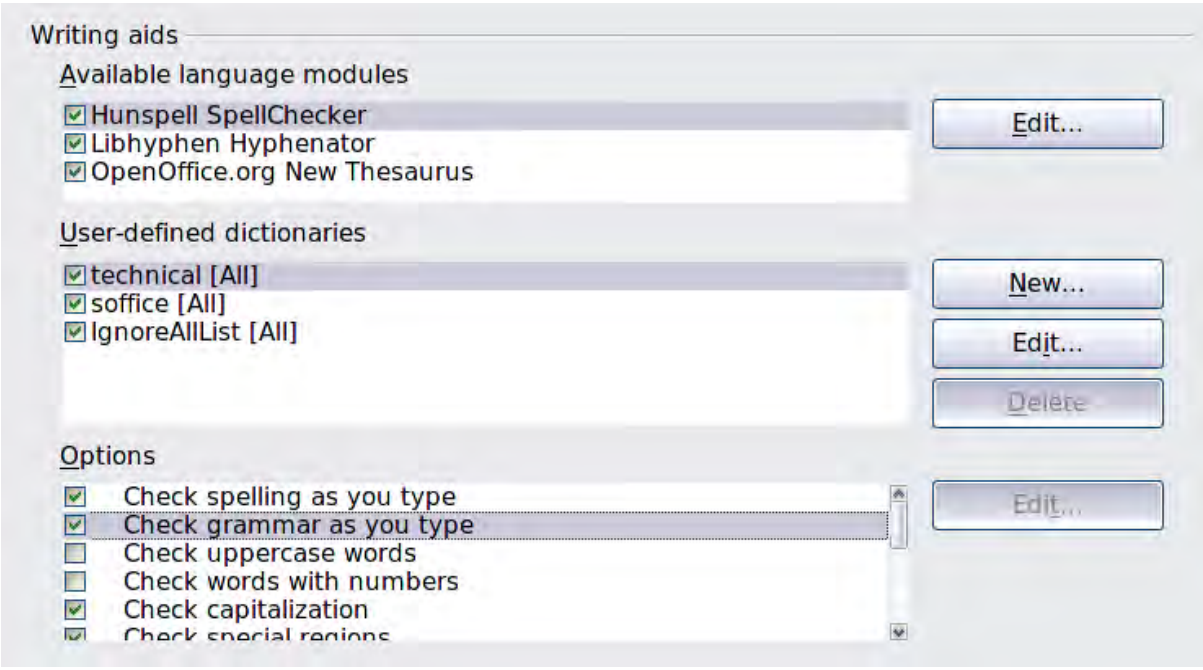



*Figure 60: Choosing languages, dictionaries, and options for checking spelling*

Some considerations:

- If you do not want spelling checked while you type, deselect **Check spelling as you type**.
- If you use a custom dictionary that includes words in all uppercase and words with numbers (for example, *AS/400*), select **Check uppercase words** and **Check words with numbers**.
- **Check special regions** includes headers, footers, frames, and tables when checking spelling.

Here you can also check which of the user-defined (custom) dictionaries are active, or you can add or remove dictionaries by clicking the **New** or **Delete** buttons.

## Controlling Writer's AutoCorrect functions

Some people find some or all of the items in Writer's AutoCorrect feature annoying because Writer changes what you type when you do not want it changed. Many people find some of the AutoCorrect functions quite helpful; if you do, then select the relevant options. But if you find unexplained changes appearing in your document, this is a good place to look to find the cause.

To open the AutoCorrect dialog box, choose **Tools > AutoCorrect Options**. (You need to have a document open for this menu item to appear.) In Writer, this dialog box has five tabs. Many of the options are described in Chapter 3, Working with Text, in this book.

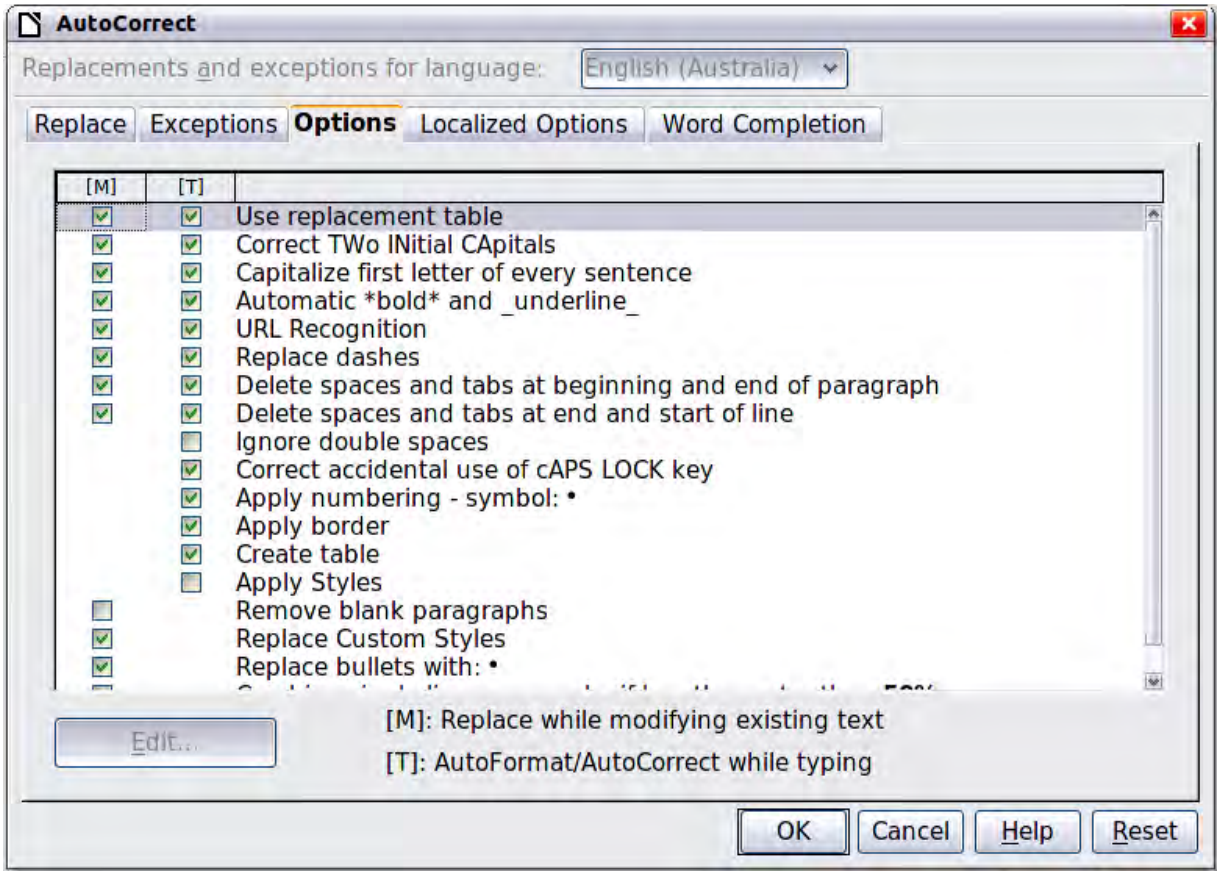



*Figure 61: The AutoCorrect dialog box in Writer, showing the five tabs and some of the choices on the Options tab*

LibreOffice
The Document Foundation

# *Chapter 3*
# *Working with Text*

# Introduction

This chapter covers the basics of working with text in Writer, the word-processing component of LibreOffice. It assumes that you are familiar with the use of a mouse and keyboard and that you have read about Writer's menus and toolbars and other topics covered in Chapter 1, Introducing Writer.

We recommend that you also follow the suggestions in Chapter 2, Setting up Writer, about displaying formatting aids, such as end-of-paragraph marks, and selecting other setup options.

When you have read this chapter, you should know how to:

- Select, cut, copy, paste, and move text
- Find and replace text
- Insert special characters
- Format paragraphs and characters
- Create numbered or bulleted lists
- Check spelling, use the thesaurus, and choose hyphenation options
- Use the autocorrection, word completion, autotext, and line numbering features
- Track changes, undo and redo changes, and insert notes
- Link to other parts of a document

# Selecting text

Before you can do anything with text, you need to select it. Selecting text in Writer is similar to selecting anything in other applications.

In addition to selecting blocks of text, you can select items that are not consecutive, and columns (vertical blocks) of text.

## Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 62) using the mouse:

1) Select the first piece of text.
2) Hold down the *Ctrl* key and use the mouse to select the next piece of text.
3) Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, and so on).

To select nonconsecutive items using the keyboard:

1) Select the first piece of text. (For more information about keyboard selection of text, see the topic "Navigating and Selecting with the Keyboard" in the LibreOffice Help (*F1*).)
2) Press *Shift+F8*. This puts Writer in "ADD" mode. The word ADD appears on the Status Bar.
3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
4) Repeat as often as required.

Now you can work with the selected text.

Press *Esc* to exit from this mode.

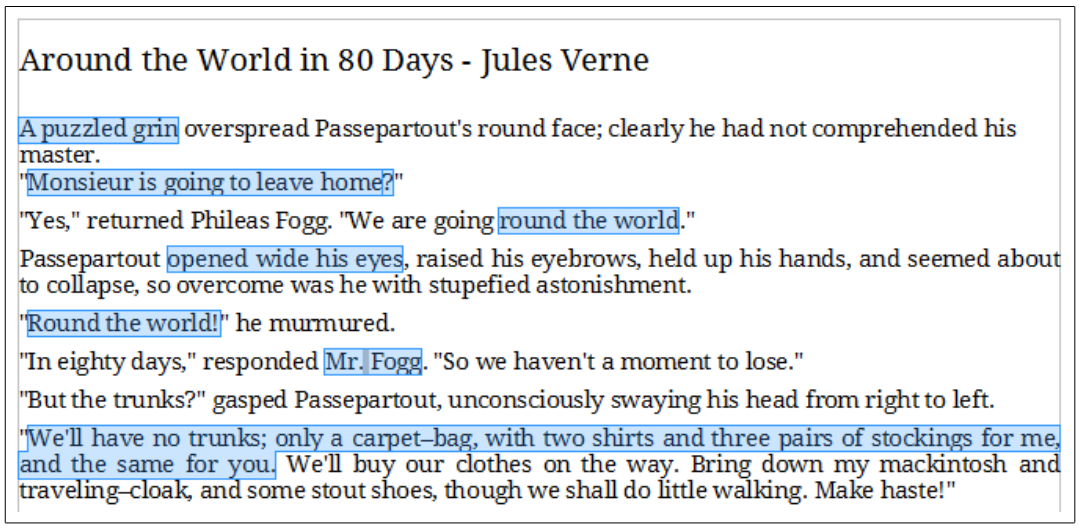

Around the World in 80 Days - Jules Verne
A puzzled grin overspread Passepartout's round face; clearly he had not comprehended his master.
"Monsieur is going to leave home?"
"Yes," returned Phileas Fogg. "We are going round the world."
Passepartout opened wide his eyes, raised his eyebrows, held up his hands, and seemed about to collapse, so overcome was he with stupefied astonishment.
"Round the world!" he murmured.
"In eighty days," responded Mr. Fogg. "So we haven't a moment to lose."
"But the trunks?" gasped Passepartout, unconsciously swaying his head from right to left.
"We'll have no trunks; only a carpet–bag, with two shirts and three pairs of stockings for me, and the same for you. We'll buy our clothes on the way. Bring down my mackintosh and traveling–cloak, and some stout shoes, though we shall do little walking. Make haste!"

*Figure 62: Selecting items that are not next to each other*

## Selecting a vertical block of text

You can select a vertical block or "column" of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), using LibreOffice's block selection mode. To change to block selection mode, use **Edit > Selection Mode > Block Area**, or press *Ctrl+F8*, or click several times in the status bar on STD until it changes to BLK.

Now you can highlight the selection, using mouse or keyboard, as shown in Figure 63.

| | | |
|---|---|---|
| January | February | March |
| April | May | June |
| July | August | September |
| October | November | December |

*Figure 63: Selecting a vertical block of text*

# Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.

To *move* (cut and paste) selected text using the mouse, drag it to the new location and release it. To *copy* selected text, hold down the *Ctrl* key while dragging. The text retains the formatting it had before dragging.

When you paste text, the result depends on the source of the text and how you paste it. If you click on the **Paste** icon, then the pasted text keeps its original formatting (such as bold or italics). Text pasted from Web sites and other sources may also be placed into frames or tables. If you do not like the results, click the **Undo** icon or press *Ctrl+Z*.

To make the pasted text take on the formatting of the text surrounding where it is pasted:

- Choose **Edit > Paste Special**, or
- Click the triangle to the right of the **Paste** icon, or

- Click the **Paste** icon without releasing the left mouse button.

Then select **Unformatted text** from the resulting menu.

The range of choices on the Paste Special menu varies depending on the origin and formatting of the text (or other object) to be pasted. See Figure 64 for an example with text on the clipboard.

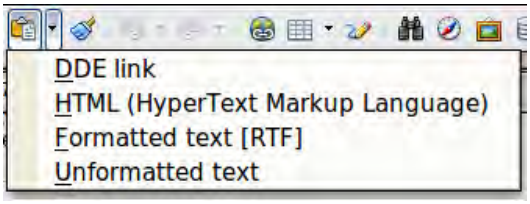



*Figure 64: Paste Special menu*

# Finding and replacing text and formatting

Writer has two ways to find text within a document: the Find toolbar for fast searching and the Find & Replace dialog box. In the dialog box, you can:

- Find and replace words and phrases
- Use wildcards and regular expressions to fine-tune a search
- Find and replace specific formatting
- Find and replace paragraph styles

## Using the Find toolbar

If the Find toolbar is not visible, you can display it by choosing **View > Toolbars > Find** from the menu bar or by pressing *Ctrl+F*. The Find toolbar is shown docked at the bottom of the LibreOffice window (just above the Status Bar) in Figure 65, but you can float it or dock it in another location. For more information on floating and docking toolbars, see Chapter 1, Introducing Writer.

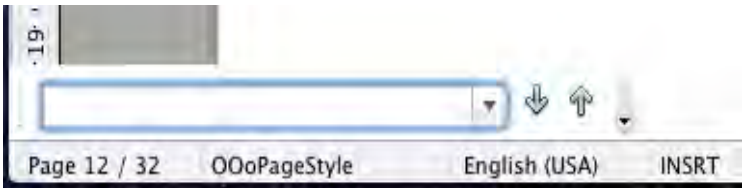



*Figure 65: Docked position of Find toolbar*

To use the Find toolbar, click in the box and type your search text, then press *Enter* to find the next occurrence of that term. Click the **Find Next** or **Find Previous** buttons as needed.

## Using the Find & Replace dialog box

To display the Find & Replace dialog box, use the keyboard shortcut *Ctrl+F* or choose **Edit > Find & Replace** from the menu bar. Optionally, click the **More Options** button to expand the dialog box; the button changes to **Fewer Options**.

To use the Find & Replace dialog box:

1) Type the text you want to find in the *Search for* box.
2) To replace the text with different text, type the new text in the *Replace with* box.
3) You can select various options, such as matching the case, matching whole words only, or doing a search for similar words. (See below for some other choices.)

4) When you have set up your search, click **Find**. To replace the found text, click **Replace**.

| Tip | If you click **Find All**, Writer selects all instances of the search text in the document. Similarly, if you click **Replace All**, Writer replaces all matches. |
|---|---|

| Caution | Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word-by-word, search to fix. |
|---|---|

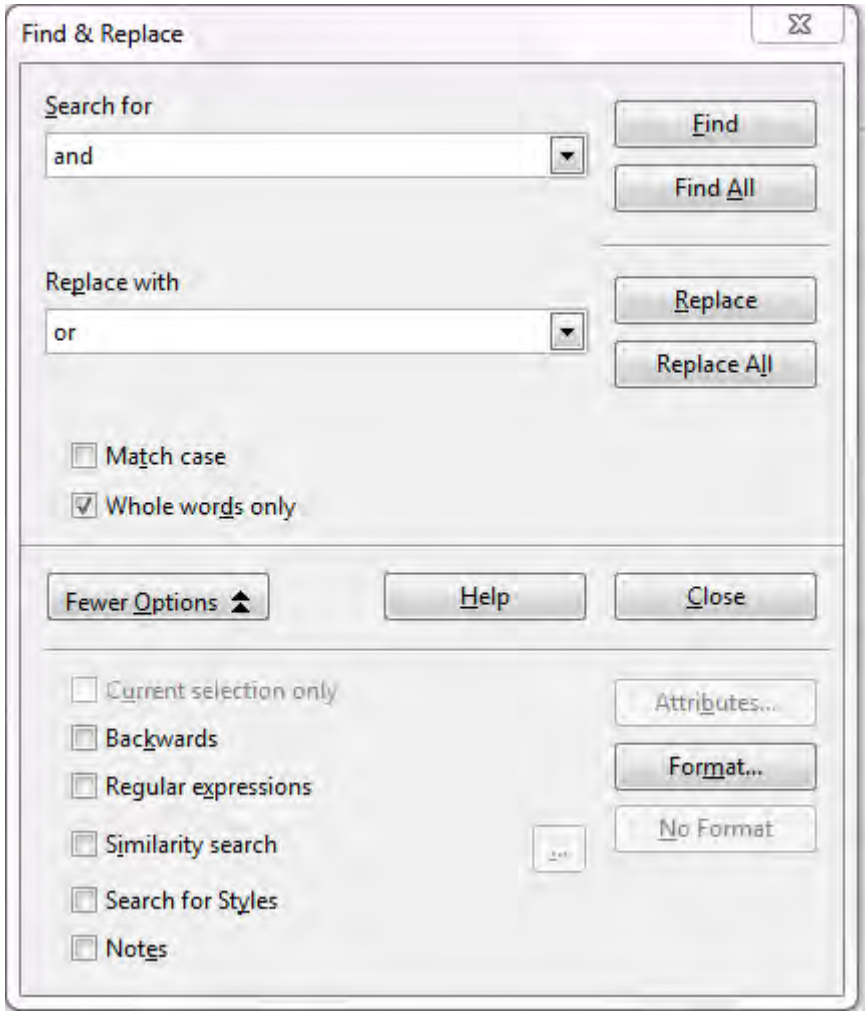



*Figure 66: Expanded Find & Replace dialog box*

## Find and replace specific formatting

A very powerful use of Find & Replace takes advantage of the **Format** option. For example, you might want to replace underlined words with italics.

On the Find & Replace dialog box (with **More Options** displayed, as in Figure 66):

1) To search for text with specific formatting, enter the text in the *Search for* box. To search for specific formatting only, delete any text in the *Search for* box.
2) Click **Format** to display the Text Format (Search) dialog box. The tabs on this dialog box are similar to those on the Paragraph format and Paragraph Style dialog boxes.

3) Choose the formats you want to search for and then click **OK**. The names of selected formats appear under the *Search for* box. For example, you might search for all text in 14-point bold Times New Roman.
4) To replace text as well as formatting, type the replacement text in the *Replace with* box.

   To search for specific text with specific formatting (for example, the word **hello** in bold), specify the formatting, type the text in the *Search for* box and leave the *Replace with* box blank.

   To remove specific character formatting, click **Format**, select the **Font** tab, then select the opposite format (for example, No Bold). The **No Format** button on the Find & Replace dialog box clears all previously selected formats.
5) Click **Find, Find All**, **Replace**, or **Replace All.**

| Tip | Unless you plan to search for other text using those same attributes, click **No Format** to remove the attributes after completing your search. If you forget to do this, you may wonder why your next search fails to find words you know are in the document. |
|---|---|

## Finding and replacing paragraph styles

If you combine material from several sources, you may discover that lots of unwanted paragraph styles have suddenly shown up in your document. To quickly change all the paragraphs from one (unwanted) style to another (preferred) style:

1) On the expanded Find & Replace dialog box (Figure 66), select **Search for Styles**. (If you have attributes specified, this option is labeled **Including Styles**.) The *Search for* and *Replace with* boxes now contain a list of styles.
2) Select the styles you want to search for and replace.
3) Click **Find, Find All**, **Replace**, or **Replace All**.

Repeat steps 2 and 3 for each style that you want to replace.

## Using wildcards and regular expressions

Most users will be familiar with the concept of a *wildcard*—a special character that represents one or more unspecified characters. Wildcards make text searches more powerful but often less specific. LibreOffice enables you to use combinations of characters known as *regular expressions* which are more specific than simple wildcards but less so than a literal string. Regular expressions are very powerful but not very intuitive. They can save time and effort by combining multiple finds into one.

Table 4 shows a few of the regular expressions used by LibreOffice.

| Tip | The online help describes many more regular expressions and their uses. |
|---|---|

To use wildcards and regular expressions when searching and replacing:

1) On the Find & Replace dialog box, click **More Options** to see more choices. On this expanded dialog box (Figure 66), select the **Regular expressions** option.
2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box. Not all regular expressions work as replacement characters; the line break (**\n**) is one that does work.
3) Click **Find, Find All**, **Replace**, or **Replace All** (not recommended).

| Note | To search for a character that is defined as a wildcard, type a backslash (****) before the character to indicate that you are using it literally. For example, to find the text **$5.00**, you would conduct a search using **\$5\.00**. |
|---|---|

*Table 4. Examples of search wildcards (regular expressions)*

| ***To find*** | ***Use this expression*** | ***Examples and comments*** |
|---|---|---|
| Any single character | . | b.d finds *bad*, *bud*, *bid*, and *bed*. |
| One of the specified characters | [xyz] | b[iu]n finds *bin* and *bun*. |
| Any single character in this range | [x-y] | [r-t]eed finds *reed*, *seed*, and *teed*; ranges must be in alphabetically ascending order. |
| Any single character except the characters inside the brackets | [^x] | p[^a]st finds *post* and *pest*, but not past. |
| The beginning of a word | \<start | \<log finds *logbook* and *logistics*, but not *catalog*. |
| The end of a word | end\> | log\> finds *catalog*, but not *logistics*. |
| A paragraph marker | $ | Does not work as a replacement character. Use **\n** instead. |
| A line break | \n | Finds a line break that was inserted with *Shift+Enter*. When used as a replacement character, it inserts a paragraph marker. |

## Inserting special characters

A *special character* is one not found on a standard English keyboard. For example, © ¾ æ ç Ł ñ ö ø ¢ are all special characters. To insert a special character:

1) Place the cursor in your document where you want the character to appear.
2) Click **Insert > Special Character** to open the Special Characters dialog box.
3) Select the characters (from any font or mixture of fonts) you wish to insert, in order; then click **OK**. The selected characters are shown in the lower left of the dialog box. As you select each character, it is shown on the lower right, along with the numerical code for that character.

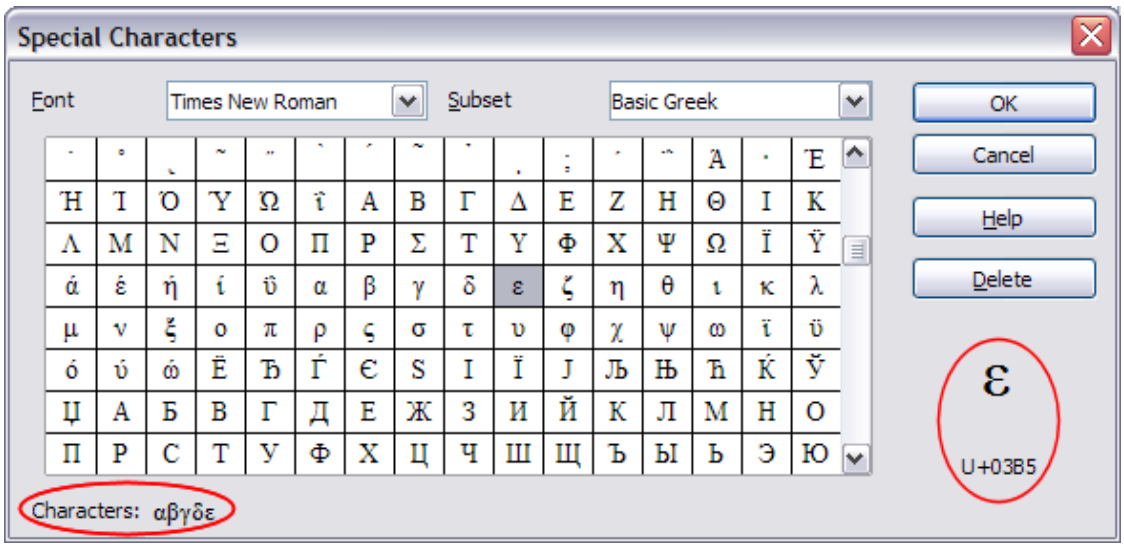



*Figure 67: The Special Characters dialog box, where you can insert special characters*

| Tip | Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection. |
|---|---|

## Inserting non-breaking spaces and hyphens

**Non-breaking spaces**

To prevent two words from being separated at the end of a line, press *Ctrl+Shift* when you type the space between the words.

**Non-breaking hyphen**

You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567. To insert a non-breaking hyphen, press *Shift+Ctrl+minus sign*.

These are also available through **Insert > Formatting Mark**.

## Inserting en and em dashes

To enter en and em dashes, you can use the *Replace dashes* option under **Tools > AutoCorrect Options** (Figure 76 on page 78). This option replaces two hyphens, under certain conditions, with the corresponding dash.

In the following table, the A and B represent text consisting of letters A to z or digits 0 to 9.

| ***Text that you type:*** | ***Result*** |
|---|---|
| A - B (A, space, hyphen, space, B) | A – B (A, space, en-dash, space, B) |
| A -- B (A, space, hyphen, hyphen, space, B) | A – B (A, space, en-dash, space, B) |
| A--B (A, hyphen, hyphen, B) | A—B (A, em-dash, B) |
| A-B (A, hyphen, B) | A-B (unchanged) |
| A -B (A, space, hyphen, B) | A -B (unchanged) |
| A --B (A, space, hyphen, hyphen, B) | A –B (A, space, en-dash, B) |

Another means of inserting en or em dashes is through the **Insert > Special Characters** menu. Select the **U+2013** or **U+2014** character (found in the *General punctuation* subset), respectively.

A third method uses keyboard shortcuts. These shortcuts vary depending on your operating system.

| Tip | You can also record macros to insert en and em dashes and assign those macros to unused key combinations, for example *Ctrl+Shift+N* and *Ctrl+Shift+M*. For more information, see Chapter 17, Customizing Writer. |
|---|---|

**Windows**

On most non-Asian installations of Windows, hold down one of the *Alt* keys and type on the numeric keypad: 0150 for an en dash or 0151 for an em dash. The dash appears when you release the *Alt* key.

| Tip | On a keyboard with no numeric keypad, use a *Fn* (*Function*) key combination to type the numbers. (The *Fn* key is usually to the right of the left-hand *Ctrl* key on the keyboard.)<br>For example, on a US keyboard layout, the combination for an en dash should be *Alt+Fn+mjim* and for an em dash it should be *Alt+Fn+mjij*. |
|---|---|

**Linux**

Hold down the *Compose* key and type two hyphens and a period for an en dash, or three hyphens for an em dash. The dash appears when you release the *Compose* key.

| Tip | The key that operates as a *Compose* key varies with the Linux distribution. It is usually one of the *Alt* or *Win* keys, but may be another key, and should be user-selectable. |
|---|---|

**Mac OS X**

Hold down the *Option* (*Alt*) key and type a hyphen for an en dash. For an em dash, the combination is *Shift+Option+Hyphen*.

## Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 68 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting. If you have Asian or Complex Text Layout language support enabled, two additional buttons are available: Left-to-Right and Right-to-Left. The appearance of the icons may vary with your operating system and the selection of icon size and style in **Tools > Options > LibreOffice > View**.

| Tip | The use of *paragraph styles* is highly recommended as an alternative to manually formatting paragraphs, especially for long or standardized documents. For information on styles and how to use them, see Chapters 6 and 7 in this book. |
|---|---|

**Caution**

Manual formatting (also called *direct formatting*) overrides styles, and you cannot get rid of the manual formatting by applying a style to it.

To remove manual formatting, select the text, right-click, and choose **Clear Direct Formatting** from the pop-up menu.

**1** Open Styles and Formatting Window
**2** Apply Style
**3** Align Left
**4** Centered
**5** Align Right
**6** Justified
**7** Line Spacing: 1
**8** Line Spacing: 1.5
**9** Line Spacing: 2
**10** Numbering On/Off
**11** Bullets On/Off
**12** Decrease Indent
**13** Increase Indent
**14** Paragraph format dialog box

*Figure 68: Formatting toolbar, showing icons for paragraph formatting*

Figure 69 shows examples of the text alignment options.

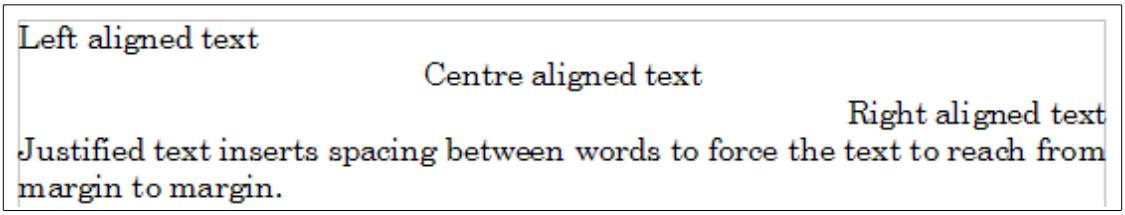

Left aligned text
Centre aligned text
Right aligned text
Justified text inserts spacing between words to force the text to reach from margin to margin.

*Figure 69: Text alignment options*

When using justified text, the last line is by default aligned to the left; however, if so desired, you can also align the last line to the center of the paragraph area or justify it so that spaces are inserted between the words in order to fill the whole line. If you select the **Expand single word** option, then whenever the last line of a justified paragraph consists of a single word, this word is stretched by inserting spaces between characters so that it occupies the full length of the line. Figure 70 shows an example of the effect obtained when setting each of these options.

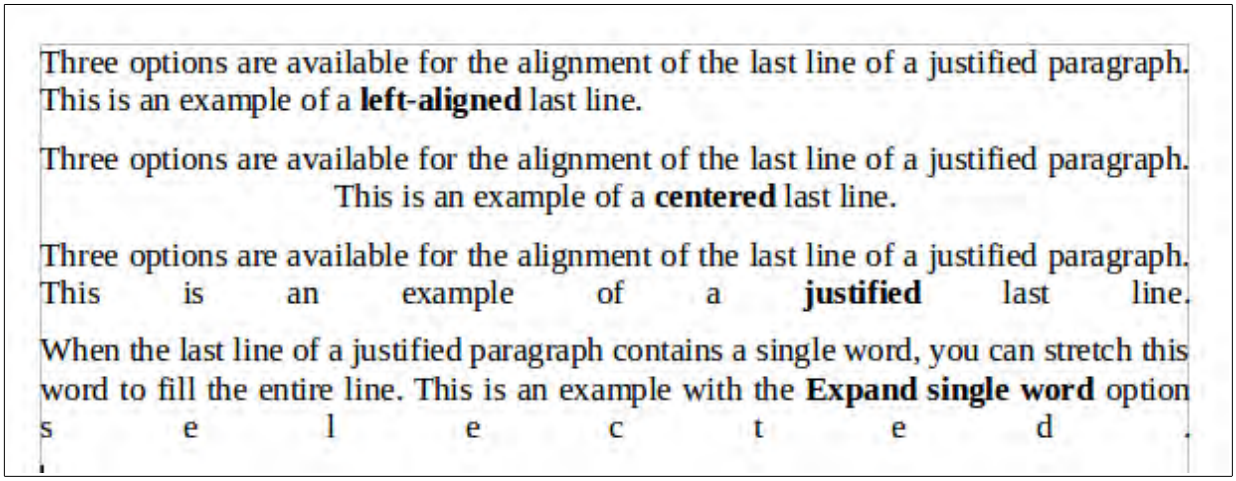

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a left-aligned last line.
Three options are available for the alignment of the last line of a justified paragraph. This is an example of a centered last line.
Three options are available for the alignment of the last line of a justified paragraph. This is an example of a justified last line.
When the last line of a justified paragraph contains a single word, you can stretch this word to fill the entire line. This is an example with the Expand single word option s e l e c t e d .

*Figure 70: Four choices for the last line of a justified paragraph*

These options are controlled in the *Alignment* page of the Paragraph dialog box, reached by choosing **Format > Paragraph** from the menu bar.

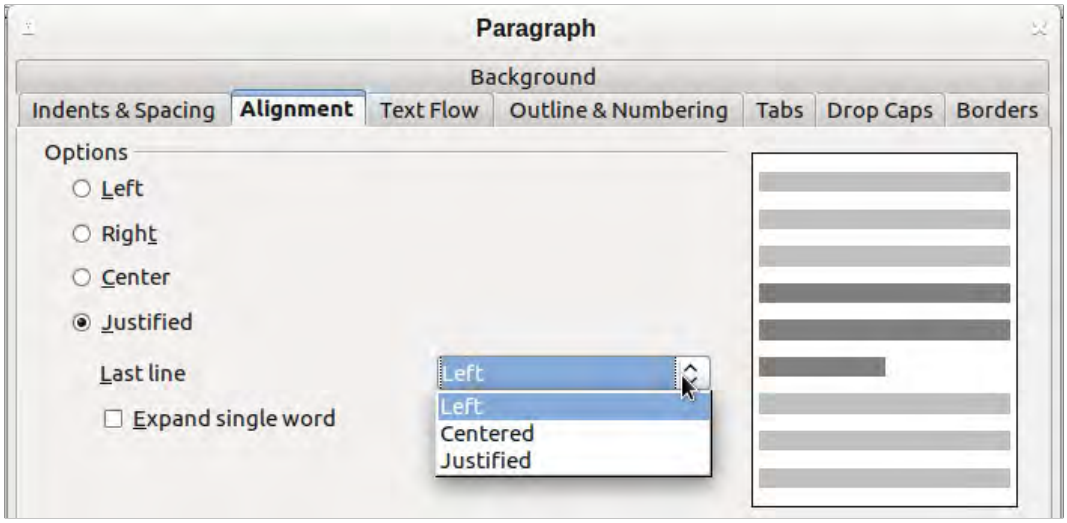



*Figure 71: Options for the last line of a justified paragraph*

## Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any tab stops that you have defined. Tab settings affect indentation of full paragraphs (using the **Increase Indent** and **Decrease Indent** icons on the Formatting toolbar) as well as indentation of parts of a paragraph (by pressing the *Tab* key on the keyboard).

Using the default tab spacing can cause formatting problems if you share documents with other people. If you use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person's settings. Instead of using the defaults, define your own tab settings, as described in this section.

To define indents and tab settings for one or more selected paragraphs, double-click on a part of the ruler that is not between the left and right indent icons to open the *Indents & Spacing* page of the Paragraph dialog box. Double-click anywhere between the left and right indent icons on the ruler to open the *Tabs* page of the Paragraph dialog box.

A better strategy is to define tabs for the paragraph style. Refer to Chapters 6 and 7 for more about paragraph styles.

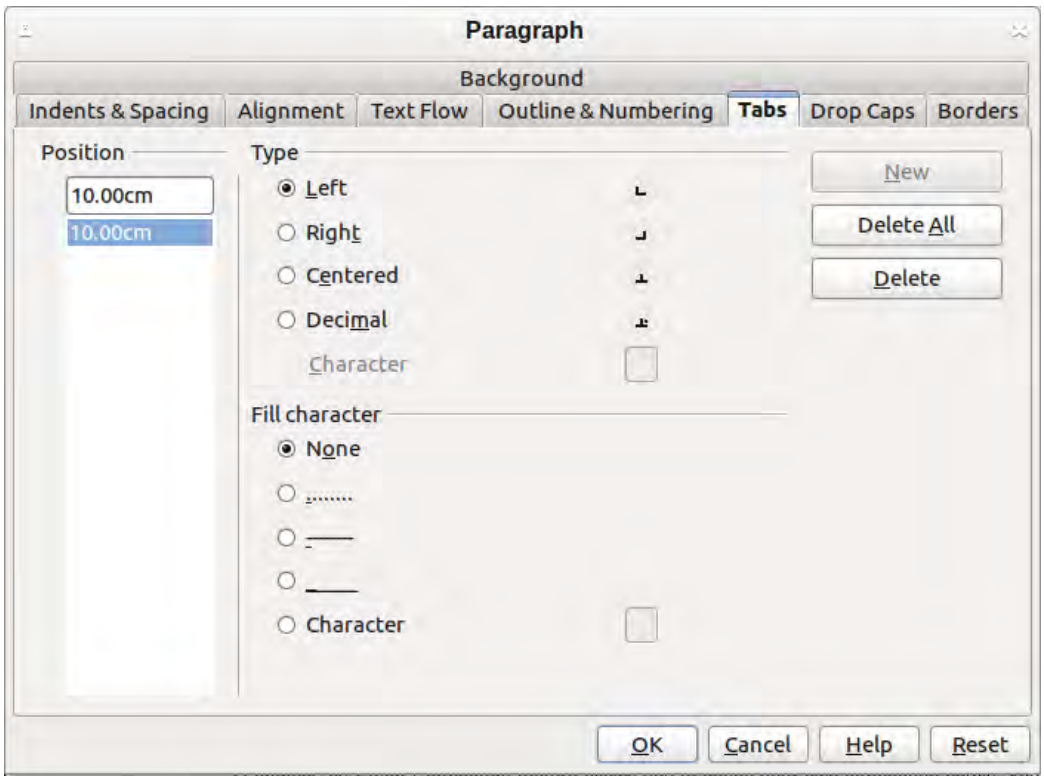



*Figure 72: Specifying tab stops and fill characters*

| Tip | Using tabs to space out material on a page is not recommended. Depending on what you are trying to accomplish, a table is usually a better choice. |
|---|---|

## Changing the default tab stop interval

| Note | Any changes to the default tab setting will affect the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change. |
|---|---|

To set the measurement unit and the spacing of default tab stop intervals, go to **Tools > Options > LibreOffice Writer > General**.

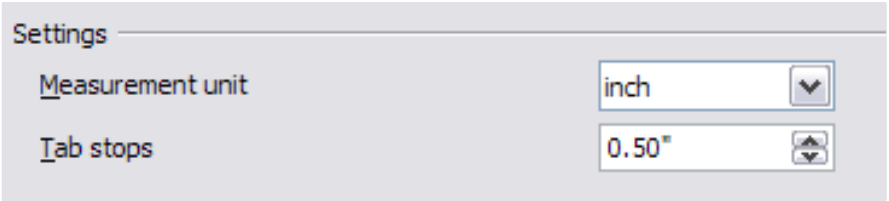



*Figure 73: Selecting a default tab stop interval*

You can also set or change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units, as shown in Figure 74. Click on one of them to change the ruler to that unit. The selected setting applies only to that ruler.

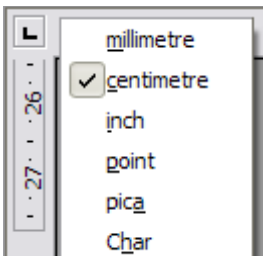
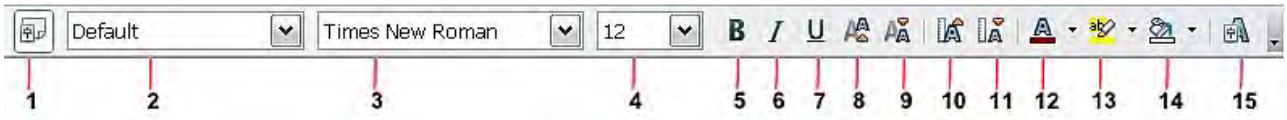



*Figure 74: Changing the measurement unit for a ruler*

## Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 75 shows the Formatting toolbar customized to show only the buttons for character formatting. The appearance of the icons may vary with your operating system and the selection of icon size and style in **Tools > Options > LibreOffice > View**.

It is highly recommended that you use character styles rather than manually formatting characters. For information on styles and how to use them, see Chapters 6 and 7.




**1** Open Styles and Formatting Window
**2** Apply Style
**3** Font Name
**4** Font Size
**5** Bold
**6** Italic
**7** Underline
**8** Superscript
**9** Subscript
**10** Increase Font
**11** Reduce Font
**12** Font Color
**13** Highlighting
**14** Background Color
**15** Open Character Format dialog box

*Figure 75: Formatting toolbar, showing icons for character formatting*

| Tip | To remove manual formatting, select the text and choose **Format > Default Formatting** from the menu bar, or right-click and choose **Default Formatting** from the pop-up menu. |
|---|---|

## Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the *Options* page of the AutoCorrect dialog box (**Tools > AutoCorrect Options**).

The Help describes each of these choices and how to activate the autoformats. Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (**- - -**), underscores (_ _ _) or equal signs (**===**) on a line and then press *Enter* the paragraph is replaced by a horizontal line as wide as the page. The line is actually the lower border of the preceding paragraph.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (**-**), asterisk (*****), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (**.**), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or *Text body indent* paragraph styles.

| Tip | If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause. |
|---|---|

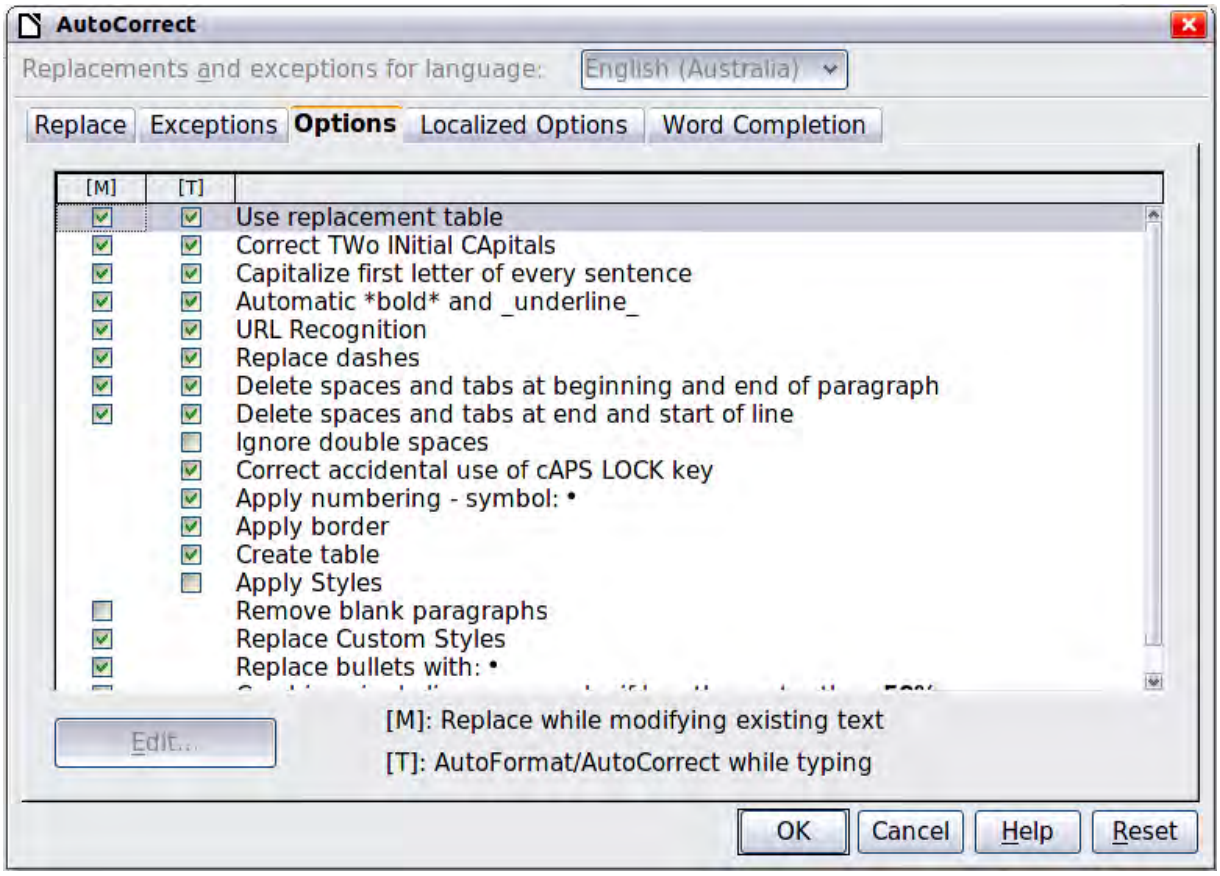



*Figure 76: Autoformat choices on the Options page of the AutoCorrect dialog box*

To automatically format the file according to the options you have set, choose **Format > AutoCorrect** and select or deselect the items on the submenu.

**While Typing**
Automatically formats the document while you type.

**Apply**
Automatically formats the document.

**Apply and Edit Changes**
Automatically formats the file and then opens a dialog box where you can accept or reject the changes.

**AutoCorrect Options**
Opens the AutoCorrect dialog box (Figure 76).

## Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list (numbering) styles, as described in Chapters 6 and 7 in this book.
- Use the **Numbering** and **Bullets** icons on the paragraph formatting toolbar (see Figure 68). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list and then click on the appropriate icon on the toolbar.

| Note | It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets or apply these as you type. |
|---|---|

## Using the Bullets and Numbering toolbar

You can create a nested list (where one or more list items has a sub-list under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 77). You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.

| Tip | It is possible to move a list entry up, together with all of its sub-entries. Do this by clicking the **Promote One Level With Subpoints** button. |
|---|---|

**1** Bullets On/Off
**2** Numbering On/Off
**3** Numbering Off
**4** Promote One Level
**5** Demote One Level
**6** Promote One Level with Subpoints
**7** Demote One Level with Subpoints
**8** Insert Unnumbered Entry
**9** Move Up
**10** Move Down
**11** Move Up with Subpoints
**12** Move Down with Subpoints
**13** Restart Numbering
**14** Bullets and Numbering

*Figure 77: Bullets and Numbering toolbar*

If you create a nested list using the buttons on this toolbar, all the levels of the list (up to 10) apply the same numbering (or bullet). However, in many circumstances you will want to use a combination of numbering formats and bullets when creating nested lists. Such lists, with a mixture of numbering formats and bullets, can be easily configured as described in the following example. Additional information on lists, in particular the technique to create your own list style, is described in Chapter 7, Working with Styles.

| Tip | When creating nested lists, one option is to enter all the list paragraphs first and apply the levels afterwards.<br>You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:<br>*Tab* Down a level<br>*Shift+Tab* Up a level<br>To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press *Ctrl+Tab*. |
|---|---|

## Example: configuring a nested list

We will use a numbering style to produce the following effect:

I. Level-1 list item
  A. Level-2 list item
    i. Level-3 list item
      a) Level-4 list item

This example uses one of the supplied styles, *Numbering 1*. If you intend to reuse this type of nested list, you can also create a new style as illustrated in Chapter 7, Working with Styles.

1) Open the Styles and Formatting window and click the *List Styles* icon at the top. Specify *All* in the drop-down list at the bottom of the window. Right-click on the *Numbering 1* style and choose **Modify** from the pop-up menu.

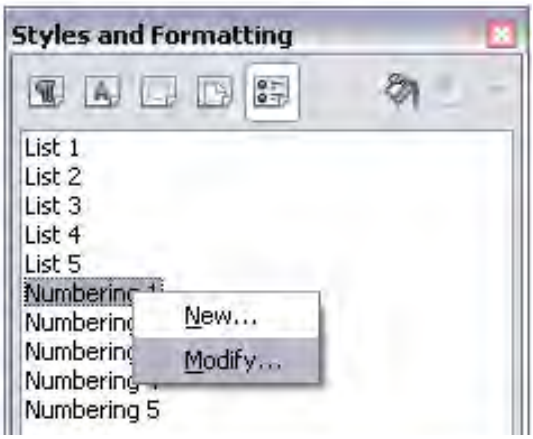



*Figure 78: Modifying a list style*

2) On the Numbering Style dialog box, go to the *Outline* page, where you will find that one style matches our requirements. Click once on that style.

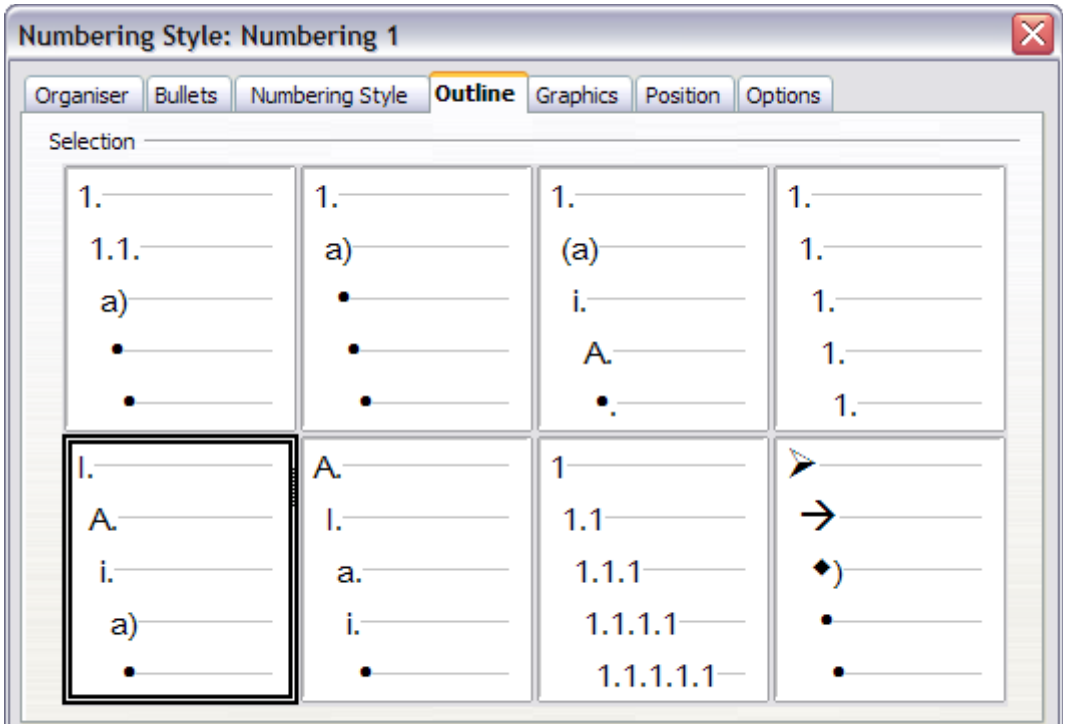



*Figure 79: Choosing a predefined outline-numbering style*

3) To modify the layout of the list, use the *Options* tab (Figures 80 and 81). Notice that the preview on the right shows the outline selected. In the *Level* box on the left, select **1**, then **2**, **3**, and **4** and see how the information in the *Numbering* and *After* boxes changes.

   Use the *Options* page to set different punctuation; for example, a period (full stop) after “a” on level 4 instead of a parenthesis.

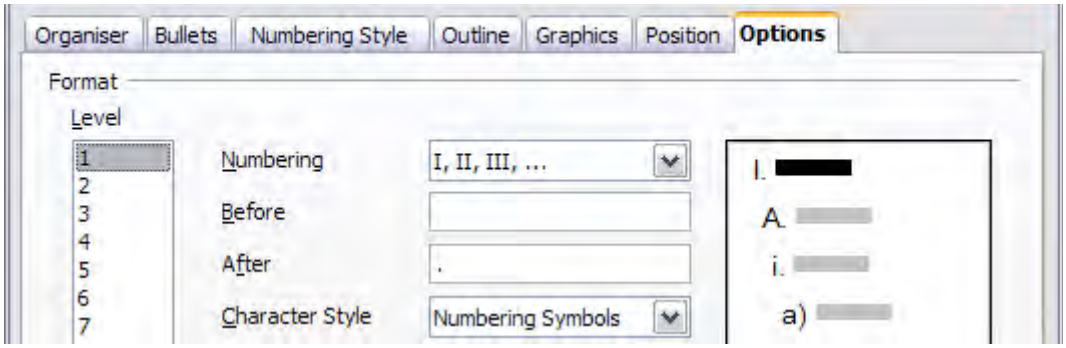



*Figure 80: Checking the outline numbering for level-1 list items*

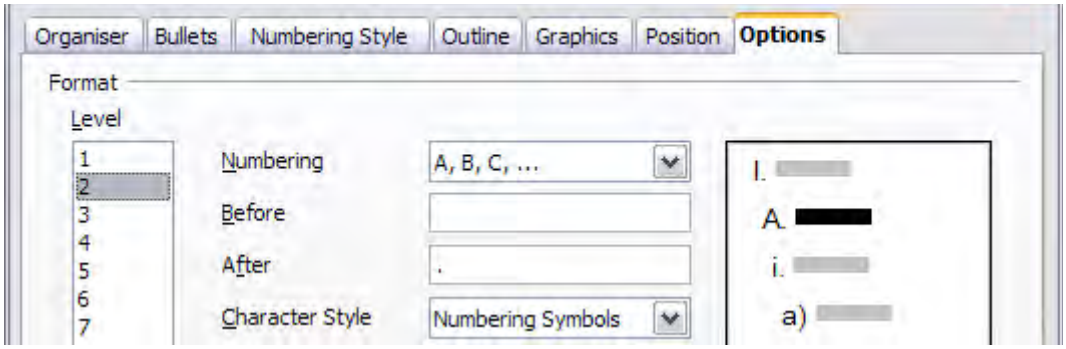



*Figure 81: Numbering style for level-2 list items*

To make the indentation at each level greater or less than the default, change it on the *Position* page. Select the level, then make any changes in the indentation, spacing, or numbering alignment.

4) Repeat for each level as required, then click **OK**.

| **Tip** | With outline numbering you can define different bullet styles for the different levels of a bullet list. Use the *Bullets* tab of the Bullets and Numbering dialog box (not shown) to select the basic style. Return to the *Options* tab to customize the bullet for each indent level. Here you can set bullets to any character. See the *Graphics* tab for more bullets. |
|---|---|

## Using footnotes and endnotes

Footnotes appear at the bottom of the page on which they are referenced. Endnotes are collected at the end of a document.

To work effectively with footnotes and endnotes, you need to:

- Insert footnotes.
- Define the format of footnotes.
- Define the location of footnotes on the page, and the color and line styles for separator lines.

### Inserting footnotes/endnotes

To insert a footnote or an endnote, put the cursor where you want the footnote/endnote marker to appear. Then select **Insert > Footnote/Endnote** from the menu bar or click the **Insert Footnote/Endnote Directly** or **Insert Endnote Directly** icon on the Insert toolbar.

*Figure 82: Using the Insert Footnote Directly icon on the toolbar*

A footnote or endnote marker is inserted in the text and, depending on your choice, the cursor is relocated either to the footnote area at the bottom of the page or to the endnote area at the end of the document. Type the footnote or endnote content in this area.

If you use **Insert > Footnote/Endnote**, the Insert Footnote/Endnote dialog box (Figure 83) is displayed. Here you can choose whether to use the automatic numbering sequence specified in the footnote settings and whether to insert the item as a footnote or an endnote.

If you use the **Insert Footnote/Endnote Directly** or **Insert Endnote Directly** icon, the footnote or endnote automatically takes on the attributes previously defined in the Footnote Settings dialog box.

You can edit an existing footnote or endnote the same way you edit any other text.

To delete a footnote or endnote, delete the footnote marker. The contents of the footnote or endnote are deleted automatically, and the numbering of other footnotes or endnotes is adjusted automatically.

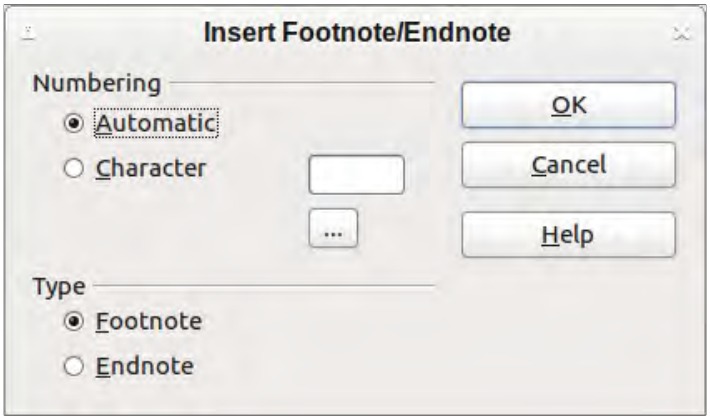



*Figure 83: Inserting a footnote/endnote*

## Defining the format of footnotes/endnotes

To format the footnotes themselves, click **Tools > Footnotes/Endnotes**. On the Footnotes/Endnotes Settings dialog box, choose settings as required.

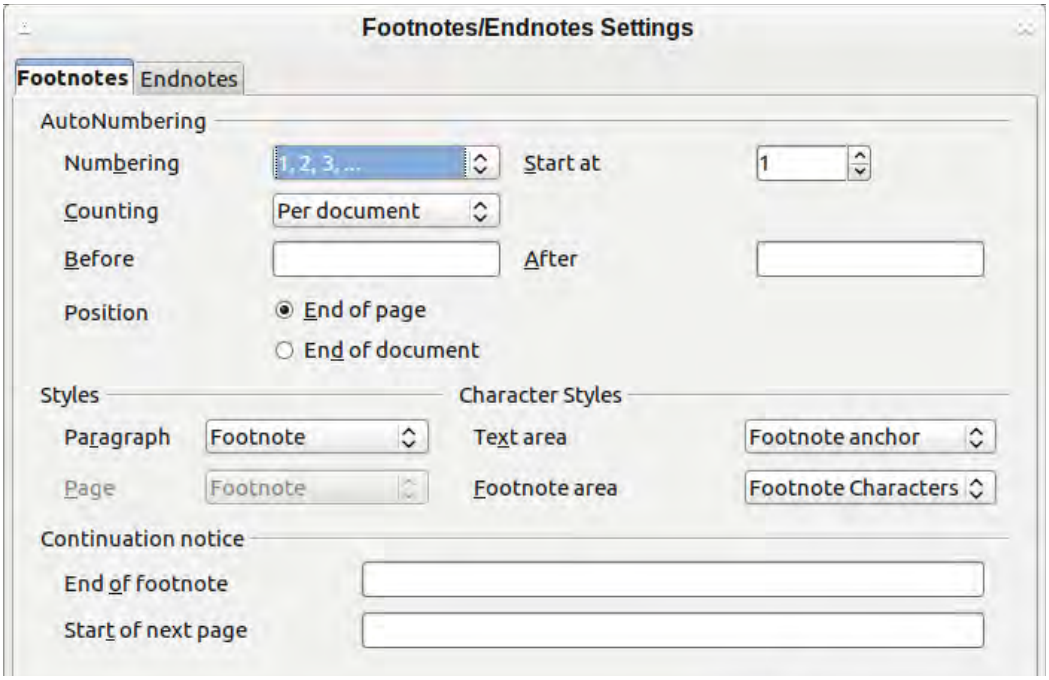



*Figure 84: Defining footnote formatting*

## Defining footnote location and separator line

The location of footnotes on the page, and the color and style of the line that separates the footnotes from the text, are defined in the page style. If you are using several page styles, and may have footnotes on any of them, you need to define the footnote location and separator line on each of the page styles.

Choose **Format > Page** from the menu bar or right-click on a page and choose **Page...** from the pop-up menu, to display the Page Style dialog box. Go to the Footnote tab (Figure 85) and make your selections, then click **OK** to save the changes.

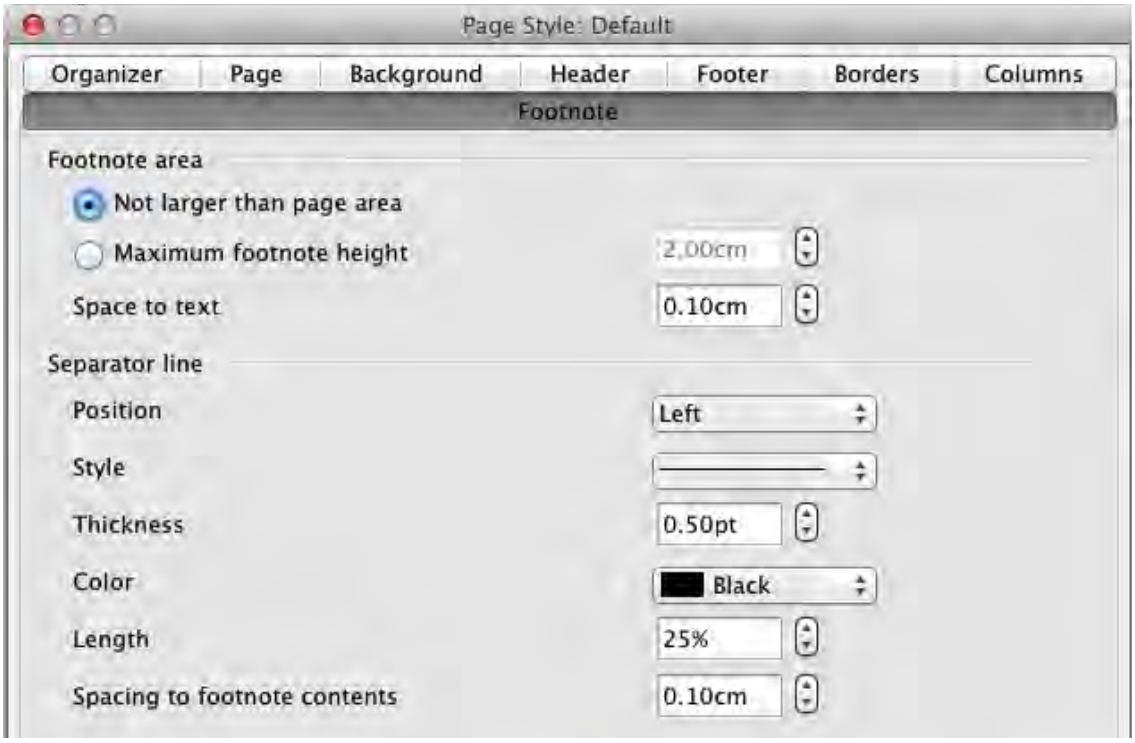



*Figure 85: Defining footnote location and separator line*

## Checking spelling

Writer provides a spelling checker, which can be used in two ways.

**AutoSpellcheck** checks each word as it is typed and displays a wavy red line under any misspelled words. When the word is corrected, the red wavy line disappears.

To perform a separate spelling check on the document (or a text selection) click the **Spelling and Grammar** button. This checks the document or selection and opens the Spelling dialog box (Figure 86) if any misspelled words are found.

Here are some more features of the spelling checker:

- You can right-click on a word with a wavy underline, to open a powerful context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text. Other menu options are discussed below.
- You can change the dictionary language (for example, Spanish, French, or German) on the Spelling and Grammar dialog box.
- You can add a word to a dictionary. Click **Add** in the Spelling and Grammar dialog box and pick the dictionary to add it to.
- Click the **Options** button on the Spelling dialog box to open a dialog box similar to the one in **Tools > Options > Language Settings > Writing Aids** described in Chapter 2. There you can choose whether to check uppercase words and words with numbers. You can also add or delete dictionaries and add or delete words in a dictionary.
- On the *Font* tab of the Paragraph Styles dialog, you can set paragraphs to be checked in a specific language (different from the rest of the document). See Chapter 7, Working with Styles, for more information.

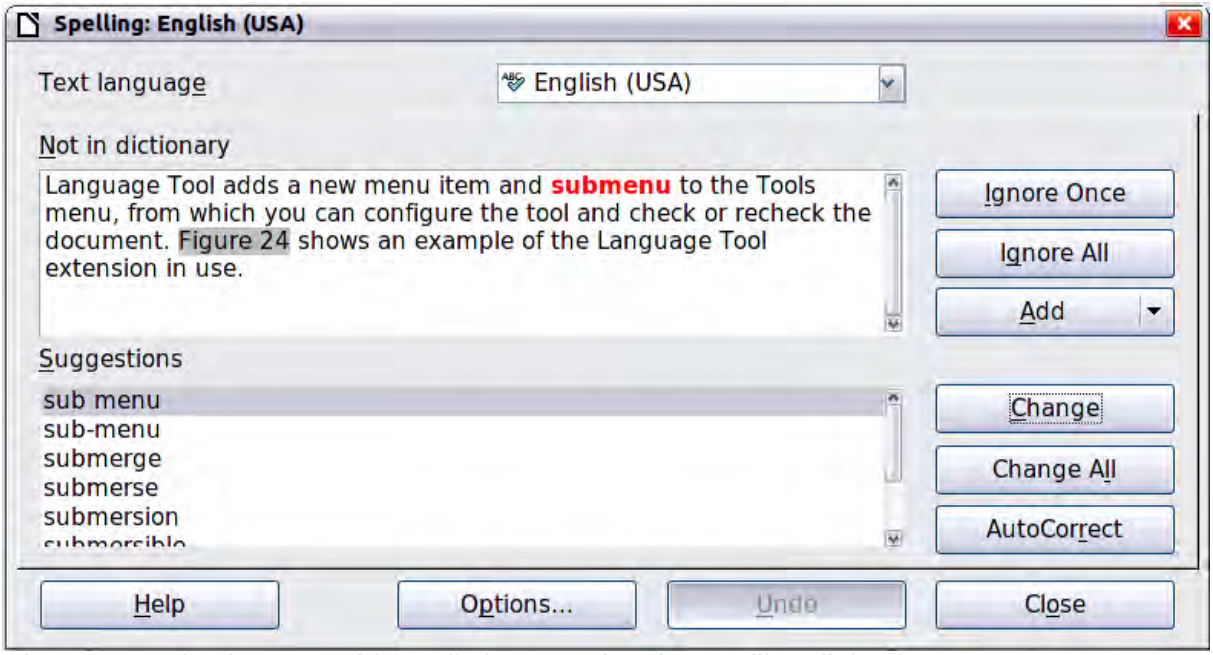



*Figure 86: Selecting a word from dictionary using the Spelling dialog box*

Writer does not include a grammar checker, but you can install an extension such as Language Tool (from http://www.languagetool.org/) and access it from **Tools > Spelling and Grammar**. (See Chapter 17 for more about installing extensions.)

Language Tool adds a new menu item and submenu to the Tools menu, from which you can configure the tool and check or recheck the document.

# Using built-in language tools

Writer provides some tools that make your work easier if you mix multiple languages within the same document or if you write documents in various languages:

- Paragraph and character styles
- Using **Tools > Language**
- Using language settings in Options
- Using the status bar

The main advantage of changing the language for a text selection is that you can then use the correct dictionaries to check spelling and apply the localized versions of AutoCorrect replacement tables, thesaurus, and hyphenation rules.

You can also set the language for a paragraph or a group of characters as **None (Do not check spelling)**. This option is especially useful when you insert text such as web addresses or programming language snippets that you do not want to check for spelling.

## Using paragraph and character styles

Specifying the language in character and paragraph styles is the preferred method, because styles allow a greater level of control and make changing the language much faster. On the *Font* tab of the Paragraph Style dialog box, you can specify that certain paragraphs be checked in a language that is different from the language of the rest of the document. See Chapter 7, Working with Styles, for information on how to manage the language settings of a style.

## Using Tools > Language

You can also set the language for the whole document, for individual paragraphs, or even for individual words and characters, from **Tools > Language** on the menu bar.

**For Selection**
Applies a specified language to the selected text.

**For Paragraph**
Applies the specified language to the paragraph where the cursor is located.

**For all Text**
Applies the specified language to all of the document, including text inserted after making the change.

## Using language settings in Options

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section (Figure 87), you can choose a different language for all the text that is not explicitly marked as a different language.

*Figure 87: Options available in the Languages settings*

| **Caution** | Unlike the menu tool that applies to the individual document, a change in the default language from the Options dialog box is a general change of settings of LibreOffice and will therefore apply to all the documents created in the future. If you want to change the language for the current document only, be sure to select the *For the current document only* option. |
|---|---|

The spelling checker works only for those languages in the list which have the symbol next to them. If you do not see this symbol next to your preferred language, you can install the dictionary using **Tools > Languages > More dictionaries online**.

## Using the status bar

The language used for checking spelling is also shown in the status bar, next to the page style in use. You can change the language for the paragraph or the entire document; click on the language in the status bar to pop up a menu of choices.

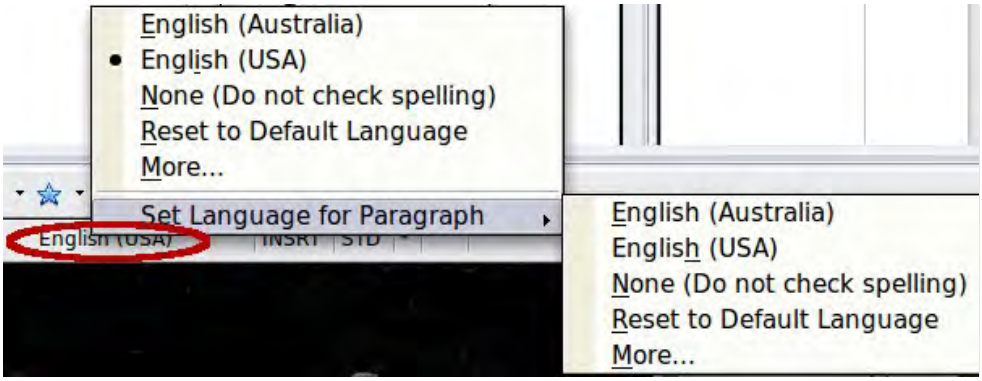



*Figure 88: Language choices on the status bar*

Notice the *Reset to Default Language* option on the menu and submenu. This is the fastest way to return a paragraph or the entire document to the default language set in **Tool > Options** (described above).

## Using synonyms and the thesaurus

You can access a short list of synonyms from the context menu:

1) Select a word or phrase, right-click, and point to **Synonyms** on the pop-up menu. A submenu of alternative words and phrases is displayed.

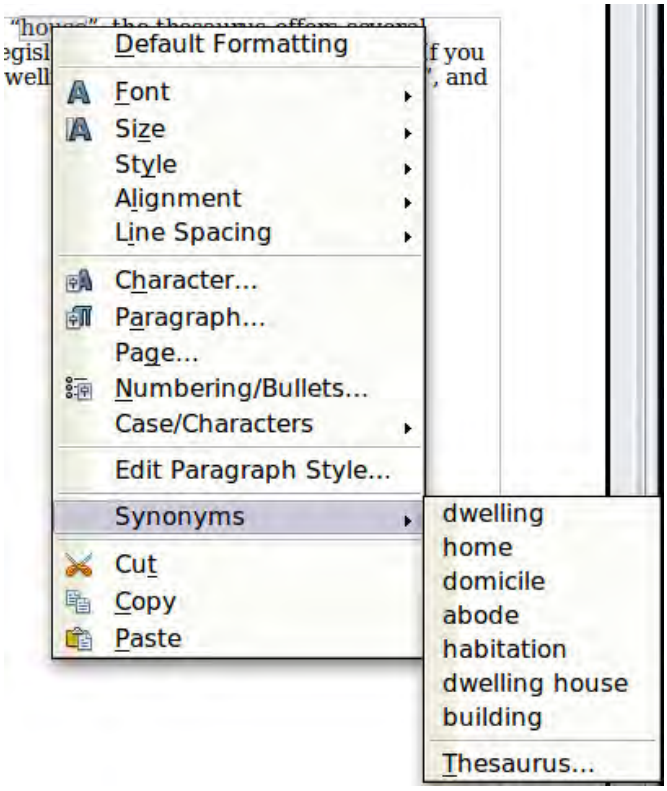



*Figure 89: Synonyms on the context menu*

2) Click on a word or phrase to select it and replace the highlighted word or phrase in the document.

The thesaurus gives a more extensive list of alternative words and phrases. To use the thesaurus:

1) Select a word or phrase, and then choose **Tools > Language > Thesaurus**, or press *Ctrl+F7*, or right-click and choose **Thesaurus** from the pop-up menu.
2) In the dialog box, click on a meaning to show alternative words and phrases for that meaning of the word.

   For example, when given the word *house*, the thesaurus offers several meanings, including *dwelling*, *legislature*, *sign of the zodiac*, and others. If you click on *dwelling*, you will see *dwelling*, *home*, *domicile*, abode, and other alternatives, as shown in Figure 90.

| **Note** | If the current language does not have a thesaurus installed, this feature is disabled. |
|---|---|

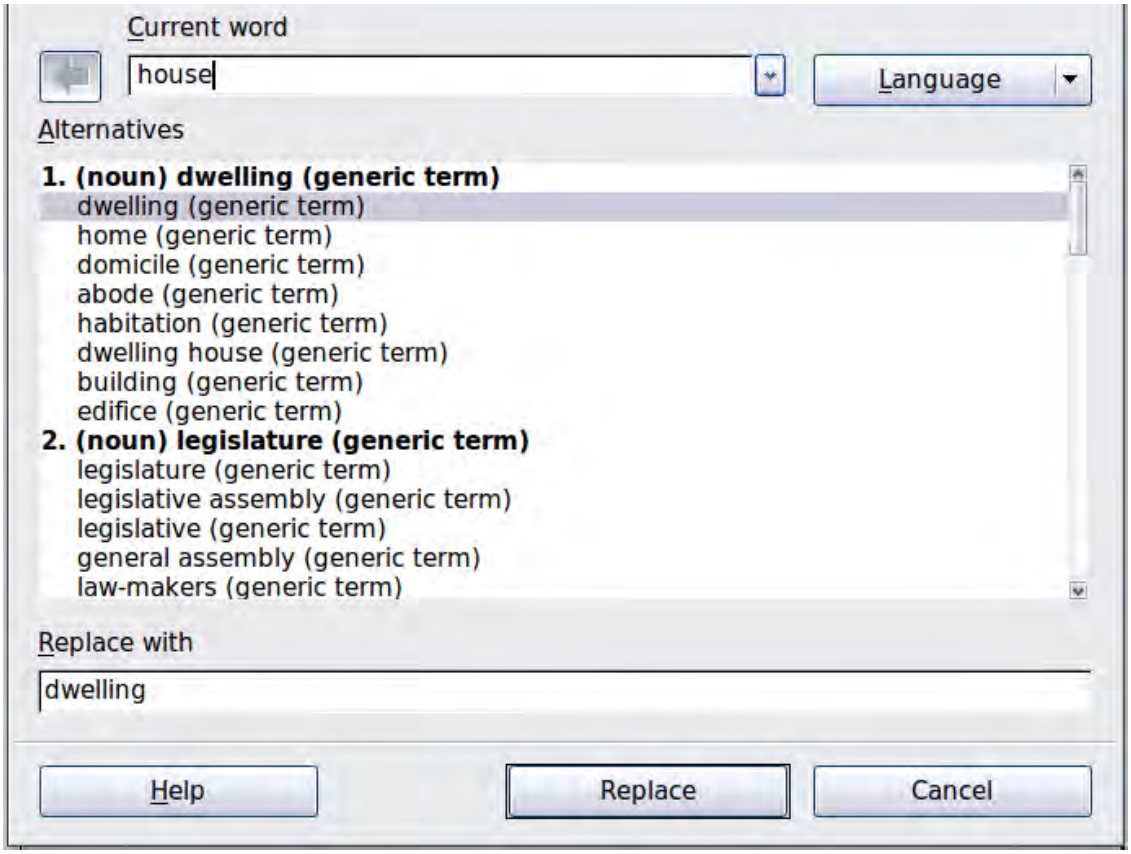



*Figure 90: The thesaurus offers alternatives to words*

# Hyphenating words

You have several choices regarding hyphenation: let Writer do it automatically (using its hyphenation dictionaries), insert conditional hyphens manually where necessary, or don't hyphenate at all. Each choice has its pros and cons.

## Automatic hyphenation

To turn automatic hyphenation of words on or off:

1) Press *F11* to open the Styles and Formatting window. On the *Paragraph Styles* page, right-click on **Default** and select **Modify**.

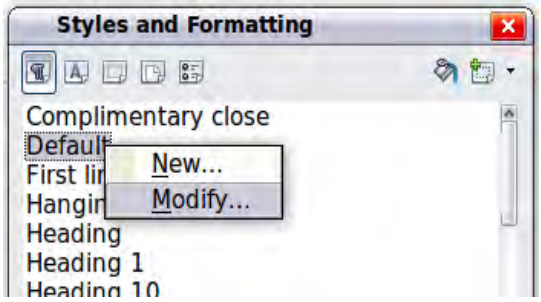



*Figure 91: Modifying a paragraph style*

2) On the Paragraph Style dialog box, select the *Text Flow* tab.

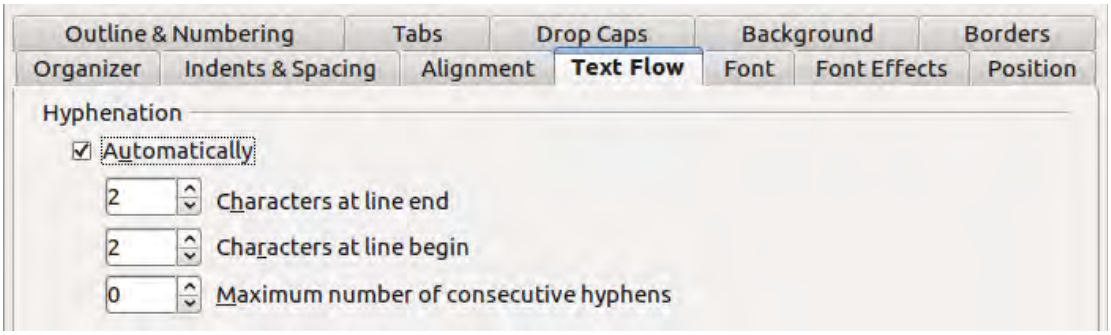



*Figure 92: Turning on automatic hyphenation*

3) Under *Hyphenation*, select or deselect the **Automatically** option.
4) Click **OK** to save.

| **Note** | Turning on hyphenation for the *Default* paragraph style affects all other paragraph styles that are based on *Default*. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on *Default* are not affected. For more on paragraph styles, see Chapters 6 and 7 in this book. |
|---|---|

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In *Options*, near the bottom of the dialog box, scroll down to find the hyphenation settings.

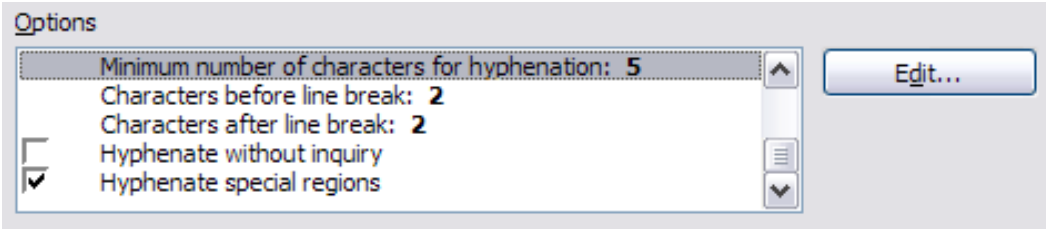



*Figure 93: Setting hyphenation options*

To change the minimum number of characters for hyphenation, or the minimum number of characters before or after a line break, select the item, and then click the **Edit** button in the Options section.

**Hyphenate without inquiry**
Specifies that you will never be asked to manually hyphenate words that the hyphenation dictionary does not recognize. If this box is not selected, when a word is not recognized, a dialog box will open where you can manually enter hyphens.

**Hyphenate special regions**
Specifies that hyphenation will also be carried out in footnotes, headers, and footers.

Hyphenation options set in the Writing Aids dialog box are effective only if hyphenation is turned on through paragraph styles.

## Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when you add or delete text or change margins or font size. Instead, use a *conditional hyphen*, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press *Ctrl+hyphen* or use **Insert > Formatting Mark > Optional hyphen**. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

## Using AutoCorrect

Writer's AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the".

AutoCorrect is turned on when Writer is installed. To turn it off, uncheck **Format > AutoCorrect > While Typing**.

Select **Tools > AutoCorrect Options** to open the AutoCorrect dialog box. There you can define what strings of text are corrected and how. In most cases, the defaults are fine.

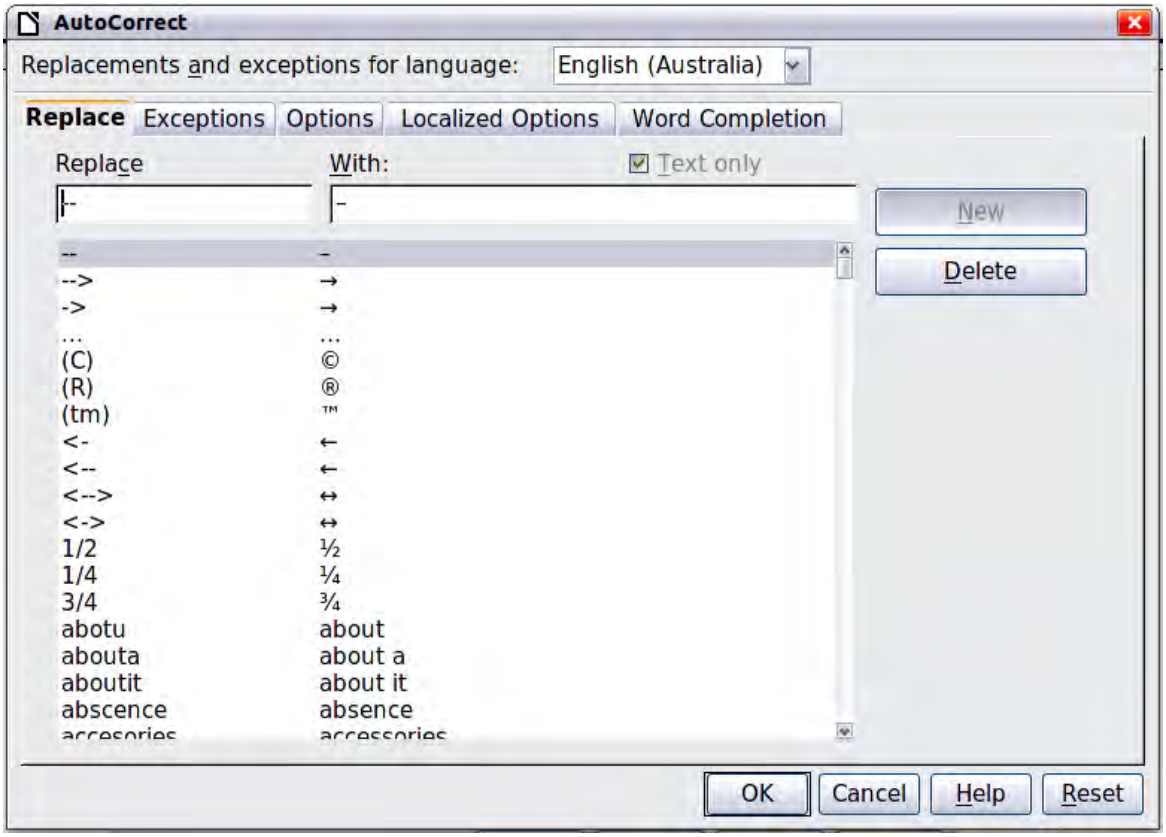



*Figure 94: Replace tab of AutoCorrect dialog box*

To stop Writer replacing a specific spelling, go to the **Replace** tab, highlight the word pair, and click **Delete**.

To add a new spelling to the list, type it into the *Replace* and *With* boxes on the Replace tab, and click **New**.

See the different pages of the dialog box for the wide variety of other options available to fine-tune AutoCorrect.

| **Tip** | AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters. |
|---|---|

## Using word completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press *Enter*. Otherwise, continue typing.

To turn off Word Completion, select **Tools > AutoCorrect Options > Word Completion** and deselect **Enable word completion**.

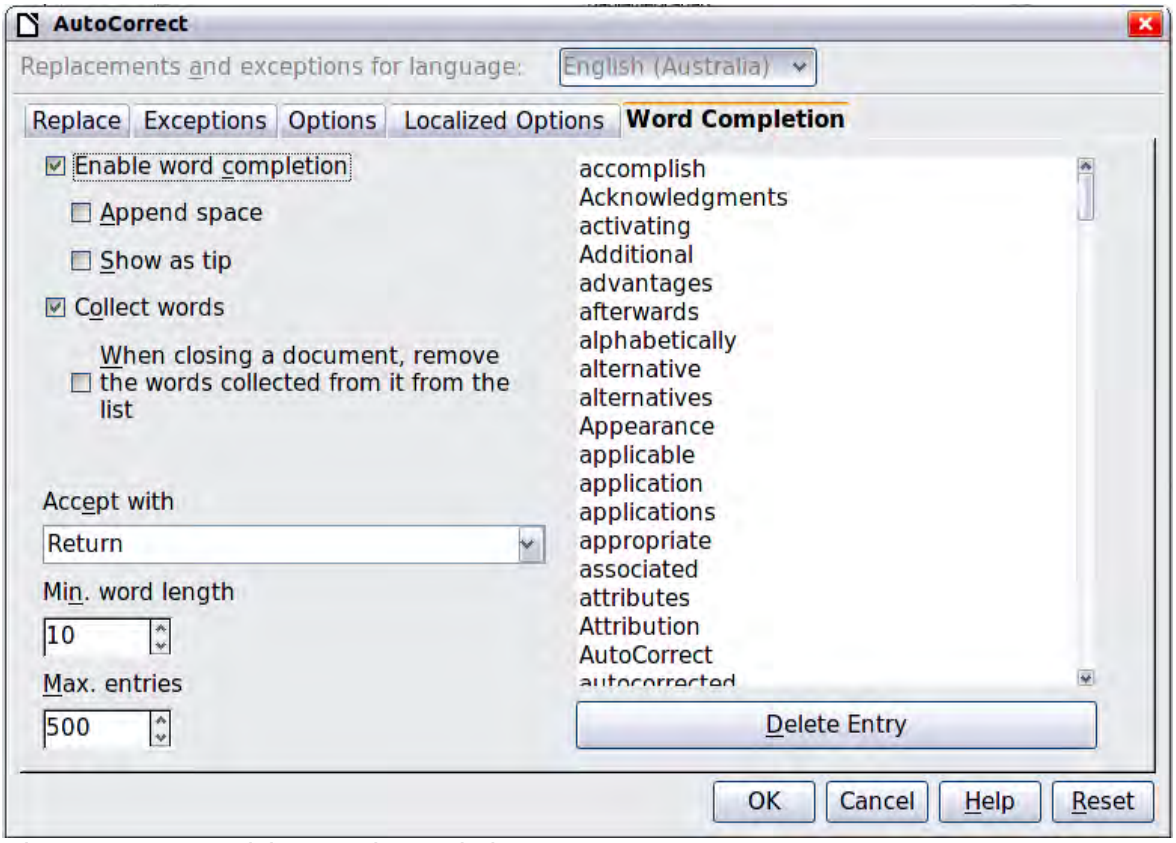



*Figure 95: Customizing word completion*

You can customize word completion from the *Word Completion* page of the AutoCorrect dialog box.

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Collect words when working on a document, and then either save them for later use in other documents or select the option to remove them from the list when closing the document.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.
- Change the key that accepts a suggested entry—the options are *right arrow*, *End* key, *Enter* (*Return*), *Space bar*, and *Tab*.

| **Note** | Automatic word completion only occurs after you type a word for the second time in a document. |
|---|---|

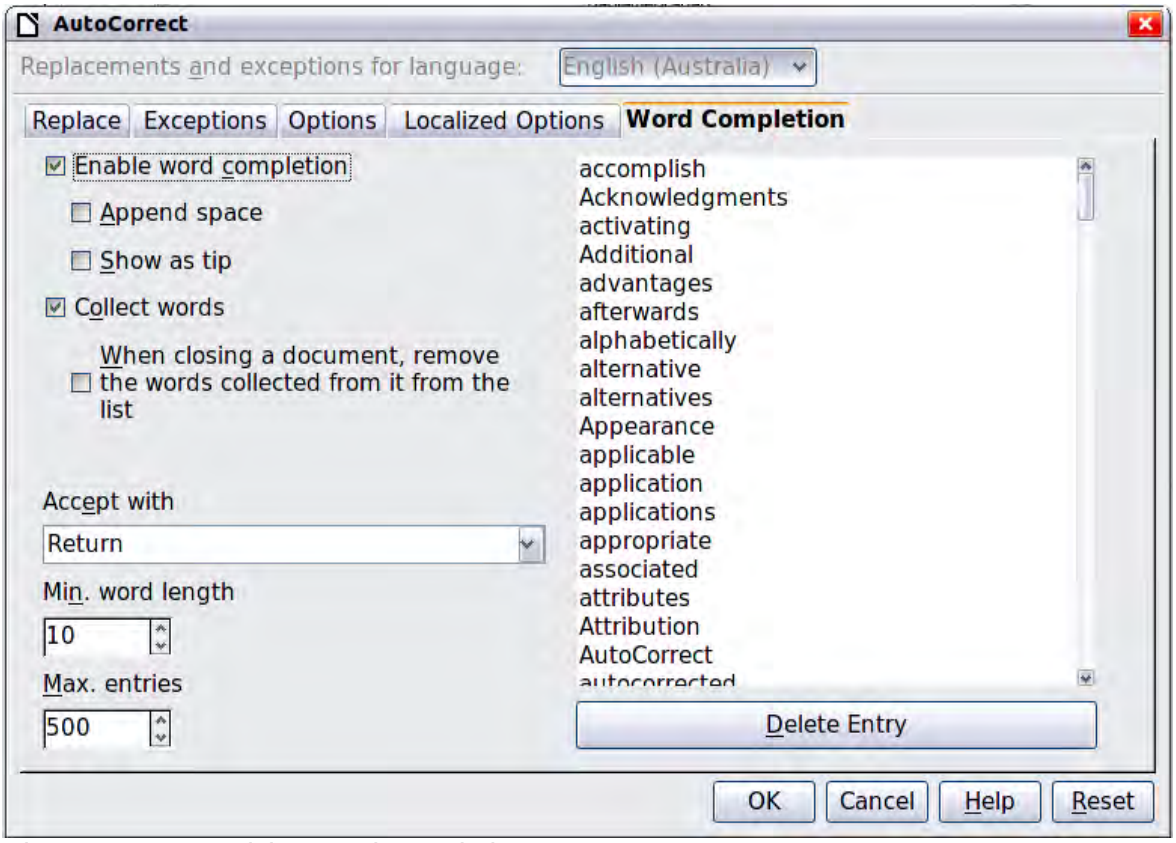



*Figure 96: Customizing word completion*

# Using AutoText

Use AutoText to store text, tables, fields, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Senior Management” every time you use that phrase, you can set up an AutoText entry to insert those words when you type “sm” and press *F3*.

AutoText is especially powerful when assigned to fields. See Chapter 14, Working with Fields, for more information.

## Creating AutoText

To store some text as AutoText:

1) Type the text into your document.
2) Select the text.
3) Go to **Edit > AutoText** (or press *Ctrl+F3*).
4) In the AutoText dialog box, type a name for the AutoText in the *Name* box. Writer will suggest a one-letter shortcut, which you can change.
5) In the large box to the left, choose the category for the AutoText entry, for example *My AutoText*.
6) Click the **AutoText** button on the right of the dialog box and select from the menu either **New** (to have the AutoText retain specific formatting, no matter where it is inserted) or **New (text only)** (to have the AutoText take on the existing formatting around the insertion point..
7) Click **Close** to return to your document.

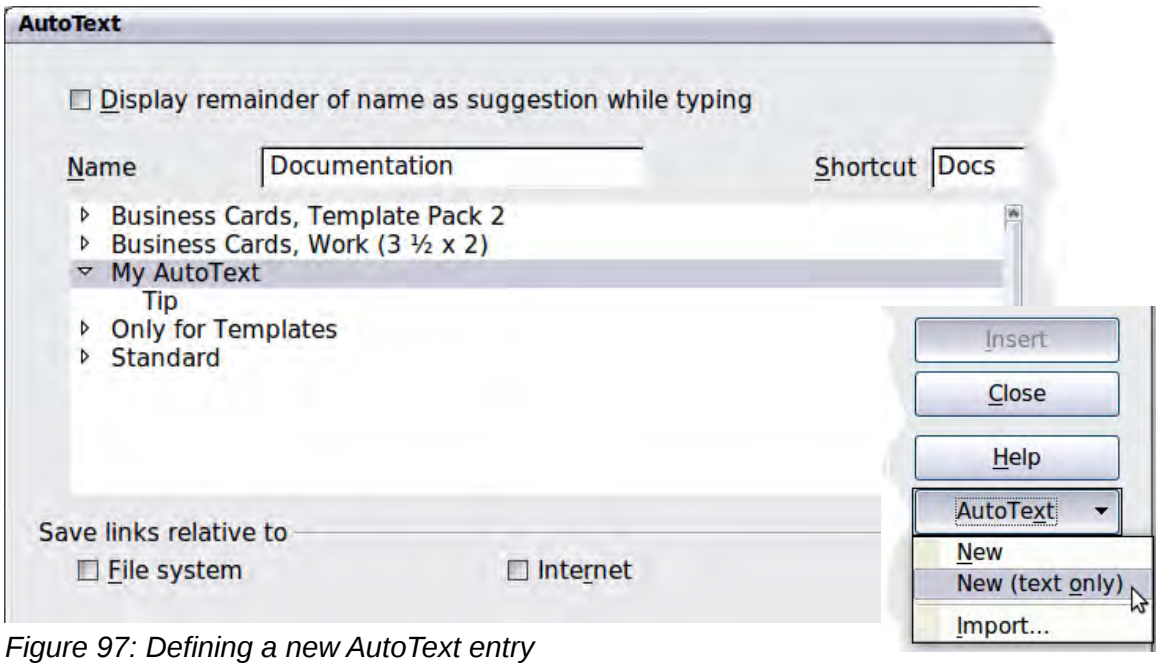



*Figure 97: Defining a new AutoText entry*

| Tip | If the only option under the **AutoText** button is **Import**, either you have not entered a name for your AutoText or there is no text selected in the document. |
|---|---|

To save a table (such as the formatted Tip above) as AutoText:

1) Create a table and format it the way you want.
2) Select the table.
3) Go to **Edit > AutoText** (or press *Ctrl+F3*).
4) Type a name for the AutoText, optionally amend the suggested shortcut, and choose the category for the AutoText entry.
5) Click the **AutoText** button and select **New** (because you want the formatting of the table preserved).
6) Click **Close** to return to your document.

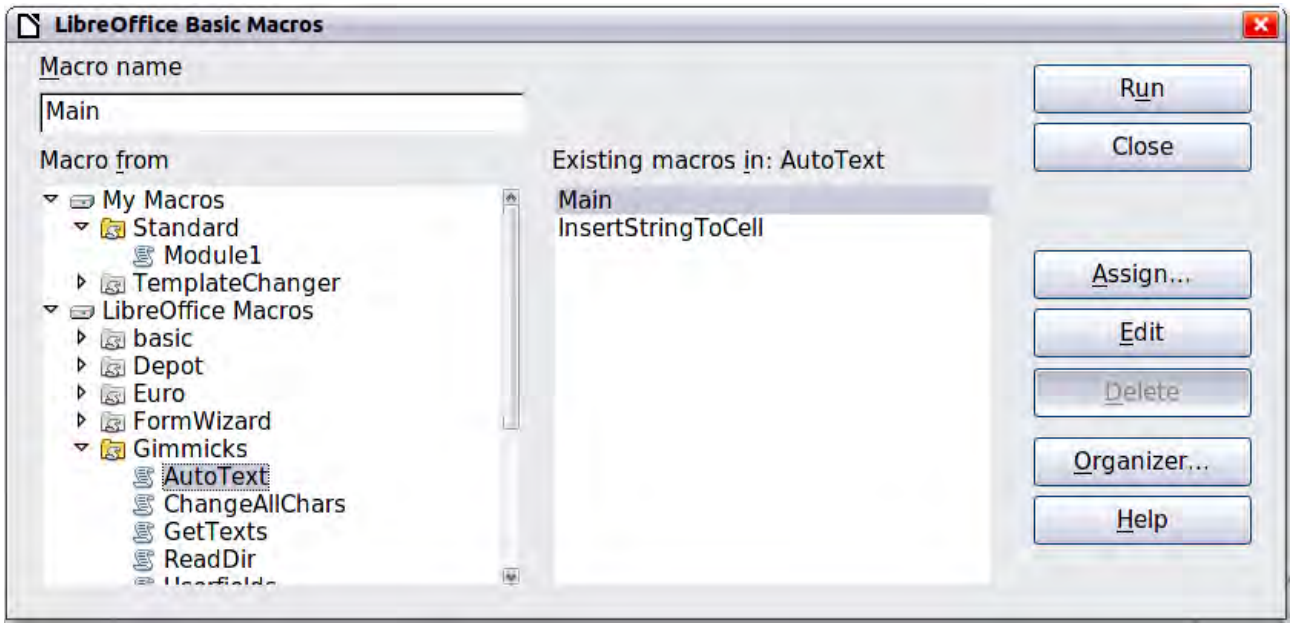
## Inserting AutoText

To insert AutoText, type the shortcut and press *F3*.

## Printing a list of AutoText entries

To print a list of AutoText entries:

1) Choose **Tools > Macros > Organize Macros > LibreOffice Basic**.
2) In the *Macro from* list, expand **LibreOffice Macros > Gimmicks**.
3) Select **AutoText** and then click **Run**. A list of the current AutoText entries is generated in a separate text document. You can then print this document.




## Line numbering

Line numbering puts line numbers in the margin. The line numbers are displayed on screen and are also printed. Figure 98 shows an example with numbering on every line.

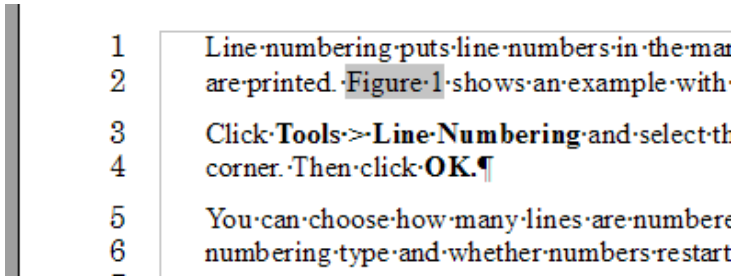



*Figure 98: Line numbering example*

Click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner of the Line Numbering dialog box (Figure 99). Then click **OK.**

You can choose how many lines are numbered (for example, every line or every tenth line), the numbering type, and whether numbers restart on each page. In addition, a text separator (any text you choose) can be set on a different numbering scheme (one every 12 lines, for example).

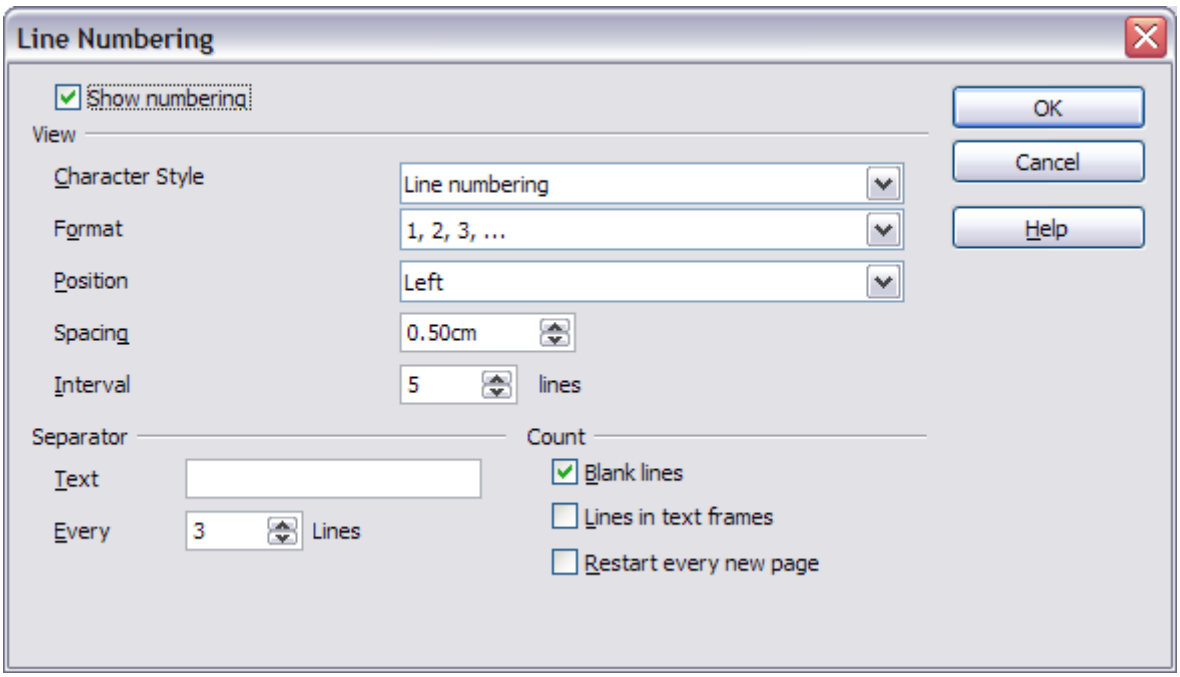



*Figure 99: The Line Numbering dialog box*

## Tracking changes to a document

You can use several methods to keep track of changes made to a document.

- Make your changes to a copy of the document (stored in a different folder, under a different name, or both), then use Writer to combine the two files and show the changes you made. Click **Edit > Compare Document**. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- Save versions that are stored as part of the original file. However, this method can cause problems with documents of nontrivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.
- Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material or changed formatting. Later, you or another person can review and accept or reject each change.

| **Note** | Not all changes are recorded. For example, changing a tab stop from align left to align right and changes in formulas (equations) or linked graphics are not recorded. |
|---|---|

### Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it first so that the editor or reviewer does not have to remember to turn on the revision marks. After you have protected the document, any user must enter the correct password in order to turn off the function or accept or reject changes.

1) Open the document. To check whether it contains multiple versions, click **File > Versions**. If multiple versions are listed, save the current version as a separate document with a different name and use this new document as the review copy.
2) With the review copy open, make sure that change recording is turned on. The **Edit > Changes > Record** menu item has a check mark next to it when recording is turned on.

3) Click **Edit > Changes > Protect Records**. On the Enter Password dialog box, type a password (twice) and click **OK**.

| Tip | An alternative to steps 2 and 3 above is to choose **File > Properties > Security** tab, select the **Record changes** option, then click **Protect** and enter the password. |
|---|---|

## Recording changes

See Chapter 2, Setting up Writer, for instructions on setting up how your changes will be displayed.

1) To begin tracking (recording) changes, choose **Edit > Changes > Record**. To show or hide the display of changes, click **Edit > Changes > Show**.

| Tip | Hold the mouse pointer over a marked change; you will see a *Help Tip* showing the type of change, the author, date, and time of day for the change. If *Extended Tips* are enabled, you will also see any comments recorded for this change. |
|---|---|

2) To enter a comment on a marked change, place the cursor in the area of the change and then click **Edit > Changes > Comment**.

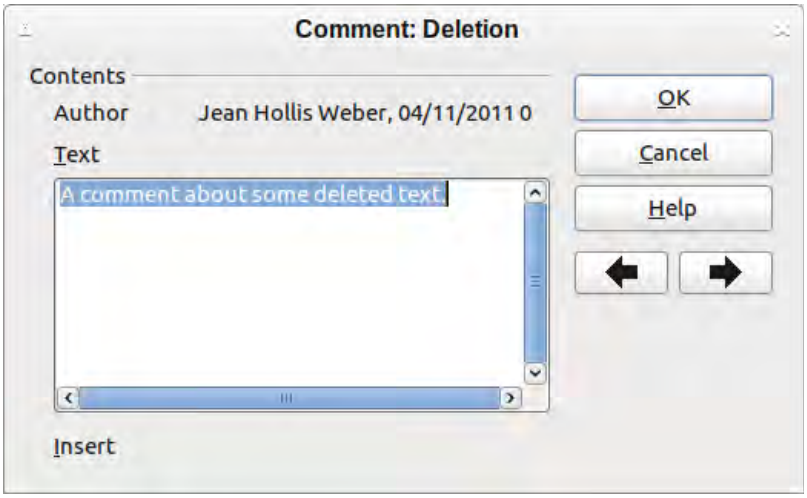



*Figure 100: Inserting a comment during change recording*

In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog box (Figure 101).

To move from one marked change to the next, use the arrow buttons. If no comment has been recorded for a change, the *Text* field is blank.

3) To stop recording changes, click **Edit > Changes > Record** again.

| Tip | See also “Adding other comments” on page 99 for a way to annotate text that is not associated with a recorded change. |
|---|---|

## Accepting or rejecting changes

To accept or reject recorded changes, use either of these methods:

- Right-click (context) menu
- Accept or Reject Changes dialog box

The results of accepting or rejecting a change are as follows:

- Accepting an insertion removes the change indicator (usually a color) from the inserted text.
- Rejecting an insertion removes the text from the document.
- Accepting a deletion removes the text from the document.
- Rejecting a deletion removes the change indicator and restores the text to the document.

**Right-click (context) menu**

1) If recorded changes are not showing, click **Edit > Changes > Show**.
2) Hover the mouse pointer over a recorded change. A box appears with information about the type of change, who made it, and the date and time.
3) Right-click on the changed text. In the pop-up (context) menu, choose **Accept Change** or **Reject Change**.

**Accept or Reject Changes dialog box**

1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog box (Figure 101) opens, showing changes that have not yet been accepted or rejected.
2) When you select a change in the dialog box, the actual change is highlighted in the document, so you can see what the editor changed.
3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

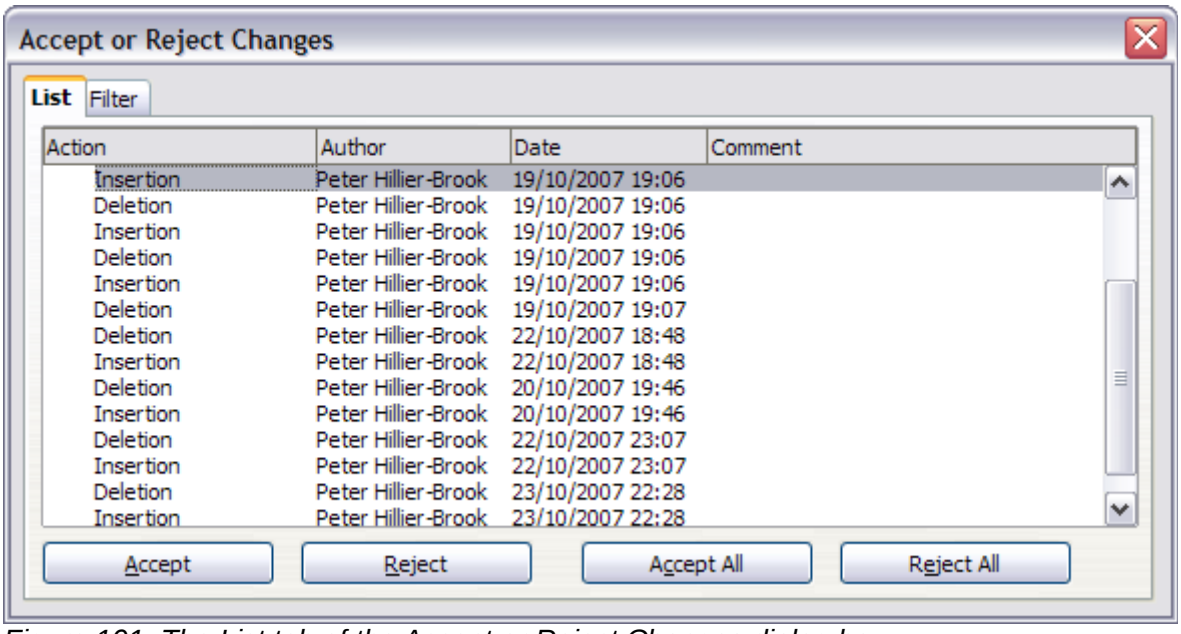



*Figure 101: The List tab of the Accept or Reject Changes dialog box*

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the *Filter* page (Figure 102) on the Accept or Reject Changes dialog box. After specifying the filter criteria, return to the *List* page to see those changes that meet your criteria.

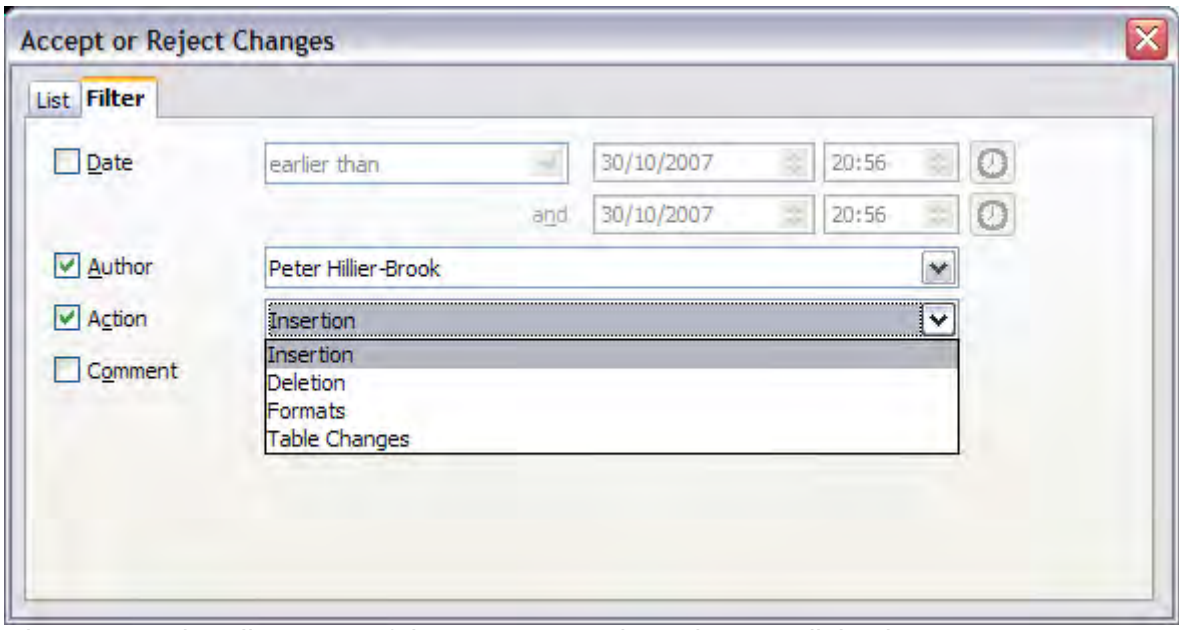



*Figure 102: The Filter page of the Accept or Reject Changes dialog box*

## Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document at the same time. In this case, it may be quicker to review all of these changes at once, rather than one review at a time. For this purpose, you can merge documents in Writer.

To merge documents, all of the edited documents need to have recorded changes in them.

1) Open one copy.
2) Click **Edit > Changes > Merge Document** and select and insert another copy of the document to be merged with the first.
3) After the documents merge, the Accept or Reject Changes dialog box opens, as in Figure 101, showing changes by more than one reviewer. If you want to merge more documents, close the dialog box and then repeat step 2.
4) Repeat until all copies are merged.

All recorded changes are now included in the open copy. Save this file under another name.

## Comparing documents

Sometimes reviewers may forget to record the changes they make. This is not a problem with Writer because you can find the changes if you compare documents.

In order to compare documents, you need to have the original document and the one that is edited. To compare them:

1) Open the edited document. Select **Edit > Compare Document**.
2) The Insert dialog box appears. Select the original document and click **Insert**.

Writer finds and marks the changes and displays the Accept or Reject Changes dialog box. From this point, you can go through and accept or reject changes procedure as described earlier.

## Adding other comments

Writer provides another type of comments (formerly called “notes”), which authors and reviewers often use to exchange ideas, ask for suggestions, or brainstorm during the review process.

To insert a comment in the text, place the cursor in the place the comment refers to and select **Insert > Comment** or press *Ctrl+Alt+C*. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. Writer automatically adds at the bottom of the comment the author’s name and a time stamp indicating when the comment was created. Figure 103 shows an example of text with comments from two different authors.

Click somewhere on the page to show Writer that you have finished your comment. Otherwise, you will not be able to move away from this location.

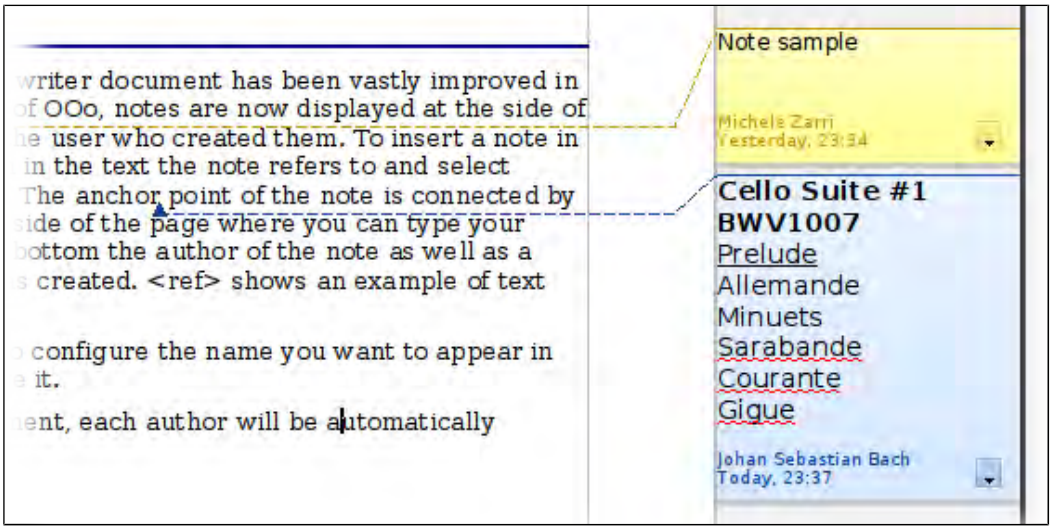

riter document has been vastly improved in
f OOo, notes are now displayed at the side of
e user who created them. To insert a note in
n the text the note refers to and select
he anchor point of the note is connected by
de of the page where you can type your
ttom the author of the note as well as a
created. <ref> shows an example of text
configure the name you want to appear in
it.
nt, each author will be automatically
Note sample
Michele Zarri
Yesterday, 23:34
Cello Suite #1
BWV1007
Prelude
Allemande
Minuets
Sarabande
Courante
Gigue
Johan Sebastian Bach
Today, 23:37

*Figure 103: Comments in LibreOffice*

Select **Tools > Options > LibreOffice > User Data** to configure the name you want to appear in the Author field of the comment, or to change it.

If more than one person edits the document, each author is automatically allocated a different background color.

Right-clicking on a comment pops up a menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, you can also apply some basic formatting to the text of the comment. You can also change font type, size, and alignment from the menu bar.

To navigate from one comment to another, open the Navigator (*F5*), expand the Comments section, and click on the comment text to move the cursor to the anchor point of the comment in the document. Right-click on the comment to quickly edit or delete it.

You can also navigate the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

# Linking to another part of a document

If you type in cross-references to other parts of the document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading, Writer provides two ways to ensure that your references are up to date, by inserting links to other parts of the same document or to a different document:

- Hyperlinks
- Cross-references

The two methods have the same result if you *Ctrl+click* the link when the document is open in Writer: you are taken directly to the cross-referenced item. However, they also have major differences:

- The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you have several choices, including bookmarks.
- To hyperlink to an object such as a graphic, and have the hyperlink show useful text such as *Figure 6*, you need to either give such an object a useful name instead of leaving it as the default name (“Graphics6”), or you need to use the Hyperlink dialog box to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.
- If you save a Writer document to HTML, hyperlinks remain active but cross-references do not. (Both remain active when the document is exported to PDF.)

## Using cross-references

To ensure that references update if you reword a heading, caption, or other linked item, use automatic cross-references. See “Using automatic cross-references” in Chapter 14, Working with Fields, for details.

## Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. For more about bookmarks, see “Using bookmarks” in Chapter 14, Working with Fields.

## Using hyperlinks

When you type text (such as website addresses or URL) that can be used as a hyperlink, and then press the spacebar or the *Enter* key, Writer automatically creates the hyperlink and applies formatting to the text (usually a color and underlining).

If this does not happen, you can enable this feature using **Tools > AutoCorrect Options > Options** and selecting the **URL Recognition** option.

If you do not want Writer to convert a specific URL to a hyperlink, choose **Edit > Undo Insert** from the menu bar or press *Ctrl+Z* immediately after the formatting has been applied.

You can also insert hyperlinks using the Navigator and the Hyperlink dialog box, and you can modify all hyperlinks using the Hyperlink dialog box, as described in this section.

| Note | Hyperlinks between documents can be set as relative or absolute, using the **Save URLs relative to** option in **Tools > Options > Load/Save > General**.<br>Relative linking is only possible when the document you are working on and the link destination are on the same drive, and you need to create the same directory structure on your hard disk as will apply on the destination website.<br>LibreOffice uses absolute path names internally, so when you move your mouse cursor over a hyperlink, the tooltip displays the absolute reference even when it is set to be a relative link. |
|---|---|

## Inserting hyperlinks using the Navigator

The easiest way to insert a hyperlink to another part of the same document is by using the Navigator:

1) Open the document containing the items you want to cross-reference.
2) Open the Navigator (by clicking its icon, choosing **View > Navigator**, or pressing *F5*).
3) Click the arrow next to the **Drag Mode** icon, and select **Insert as Hyperlink**.

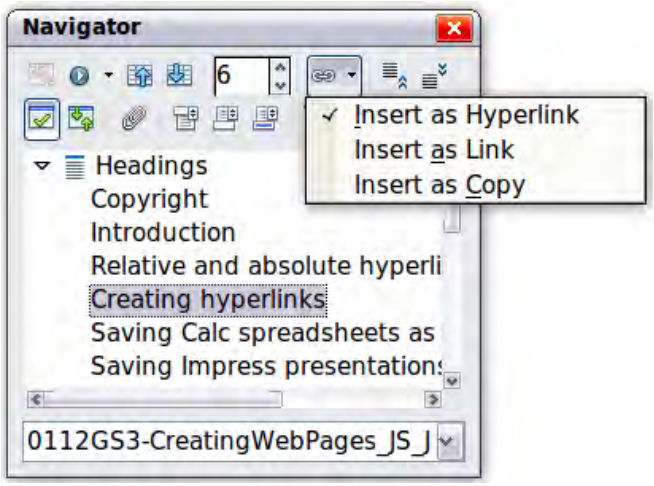



*Figure 104: Inserting a hyperlink using the Navigator*

4) In the list at the bottom of the **Navigator**, select the document containing the item that you want to cross-reference.
5) In the **Navigator** list, select the item that you want to insert as a hyperlink.
6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.

## Inserting hyperlinks using a dialog box

To display the Hyperlink dialog box (Figure 105), click the **Hyperlink** icon on the Standard toolbar or choose **Insert > Hyperlink** from the menu bar. To turn existing text into a link, highlight it before opening the dialog box.

On the left hand side, select one of the four types of hyperlink:

- **Internet**: a web address, normally starting with http://
- **Mail & News**: for example an email address.
- **Document**: the hyperlink points to another document or to another place in the presentation.
- **New document**: the hyperlink creates a new document.

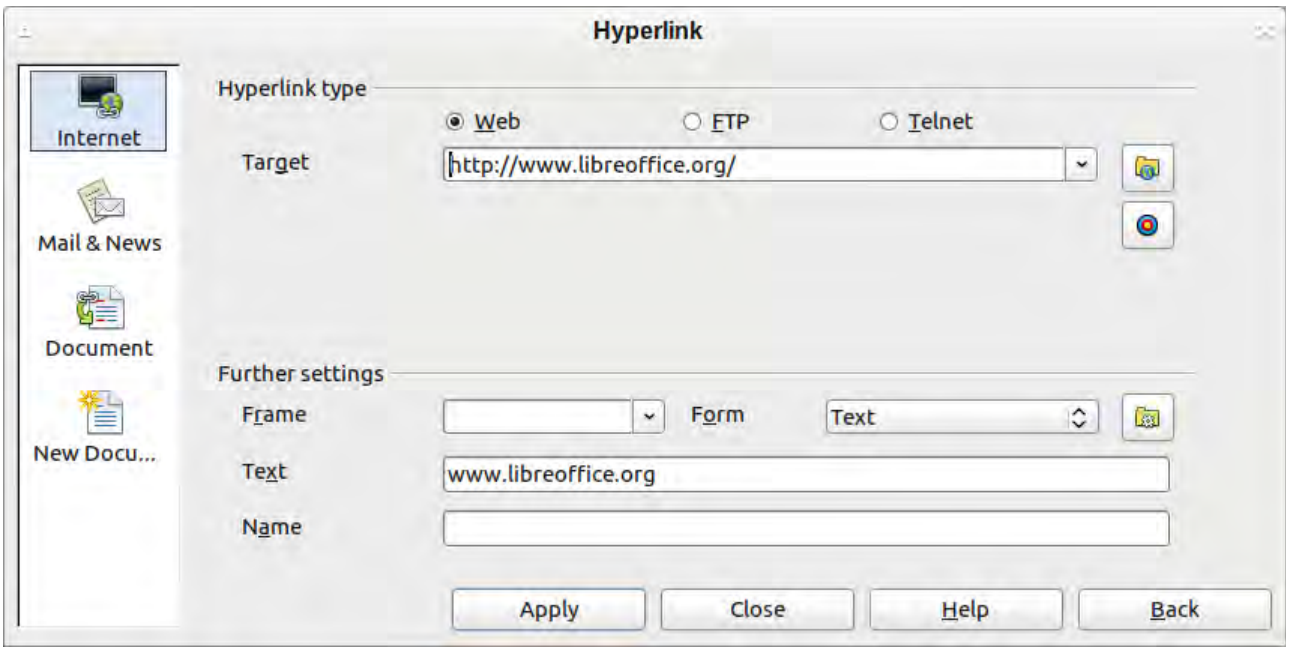



*Figure 105. Hyperlink dialog box showing details for Internet links*

The top right part of the dialog box changes according to your choice for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. Here is a summary of the most common choices used in presentations.

For an *Internet* type hyperlink, choose the type of hyperlink (choose between Web, FTP or Telnet), and enter the required web address (URL).

For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.

For a *Document* type hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same presentation. Optionally specify the target in the document (for example a specific slide). Click on the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.

For a *New Document* type hyperlink, specify whether to edit the newly created document immediately or just create it (**Edit later**) and the type of document to create (text, spreadsheet, and so on). For a text document, **Edit now** is the more likely choice. The **Select path** button opens a directory picker.

The *Further settings* section in the bottom right part of the dialog box is common to all the hyperlink types, although some choices are more relevant to some types of links.

- Set the value of **Frame** to determine how the hyperlink will open. This applies to documents that open in a Web browser.
- **Form** specifies if the link is to be presented as text or as a button.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a `NAME` attribute in the HTML code behind the hyperlink.
- **Event** button: this button will be activated to allow LibreOffice to react to events for which the user has written some code (macro). This function is not covered in this book.

### Editing hyperlinks

To edit a hyperlink, click anywhere in the link text and then open the Hyperlink dialog box by clicking the **Hyperlink** icon on the Standard toolbar or choosing **Edit > Hyperlink** from the menu bar. Make your changes and click **Apply**. If you need to edit several hyperlinks, you can leave the Hyperlink dialog box open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

The standard (default) behavior for activating hyperlinks within LibreOffice is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > LibreOffice > Security > Options**, by deselecting the option **Ctrl-click required to follow hyperlinks**. If clicking in your links activates them, check that page to see if the option has been deselected.

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Appearance**, scroll to *Unvisited links* and/or *Visited links*, select those options, pick the new colors and click **OK**. Caution: this will change the color for *all* hyperlinks in *all* components of LibreOffice—this may not be what you want.

In Writer and Calc (but not Draw or Impress), you can also change the *Internet link* character style or define and apply new styles to selected links.

## Switching between insert and overwrite mode

In insert mode, any text after the cursor position moves forward to make room for the text you type; in overwrite mode, text after the cursor position is replaced by the text you type. The current mode is displayed on the Status Bar. The shape of the cursor does not change.

With the keyboard, press *Insert* to toggle between overwrite mode and insert mode. With the mouse, click in the area on the Status Bar that indicates the current mode in order to switch to the other mode.

## Counting the words in a selection

Select a block of text and choose **Tools > Word Count**. LibreOffice displays the number of words and characters in the selection as well as the number of words in the document. You can also see the number of words and characters (and other information) in the entire document in **File > Properties > Statistics**.

## Changing the case of selected text

To quickly change the case of text, select it, choose **Format > Change Case** from the menu bar, and then choose one of the following:

- Sentence case, where only the first word is capitalized (together with any proper nouns)
- lower case, where no words (except proper nouns) are capitalized
- UPPER CASE, where all letters are capitalized
- Capitalize Every Word, where every word is capitalized
- tOGGLE cASE, which changes every letter to the opposite case

There are also several options that are used with Asian text. These are not strictly “Case” changes, but are lumped together in the broader sense of replacing characters with different forms of the same letter. These options are hidden when Asian language support is not enabled.

Writer does not have an automated way to do Title Case, where all words are capitalized except for certain subsets defined by rules that are not universally standardized. To achieve this affect, you can use *Capitalize Every Word* and then restore those words that were incorrectly capitalized.

LibreOffice
The Document Foundation

# *Chapter 4*
# *Formatting Pages*

*Using Page Styles, Tables, Frames, Columns, and Sections*

# Introduction

Writer provides several ways for you to control page layouts:

- Page styles
- Columns
- Frames
- Tables
- Sections

This chapter describes these methods and some associated things:

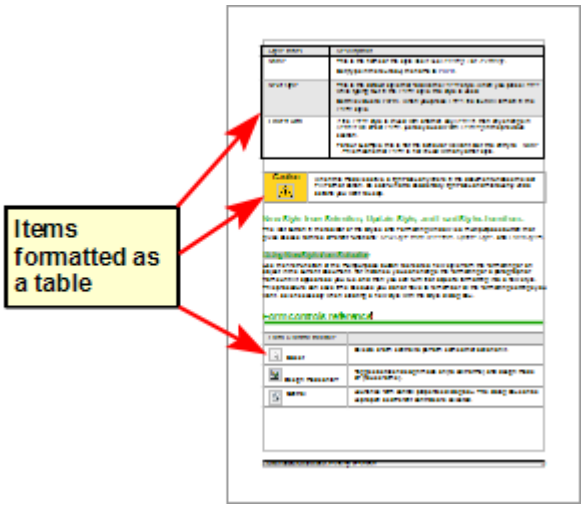
- Headers and footers
- Numbering pages
- Changing page margins

| Tip | Page layout is usually easier if you select the options to show text, object, table, and section boundaries in **Tools > Options > LibreOffice > Appearance** and the options for paragraph ends, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**. |
|---|---|

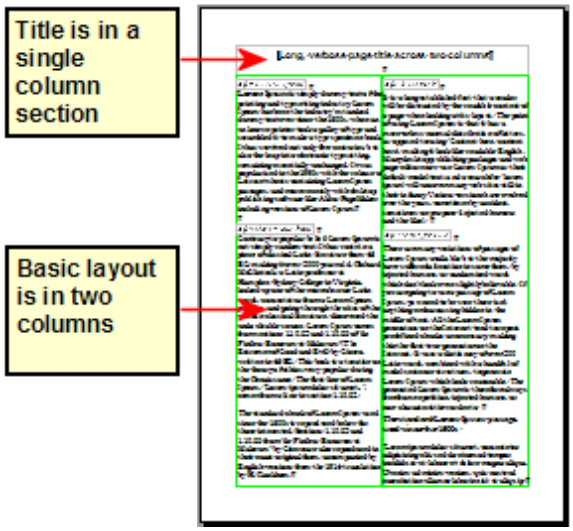
# Choosing a layout method

The best layout method depends on what the final document should look like and what sort of information will be in the document. Here are some examples. Do not worry if all this does not mean much to you now. The techniques mentioned are all described in this chapter.

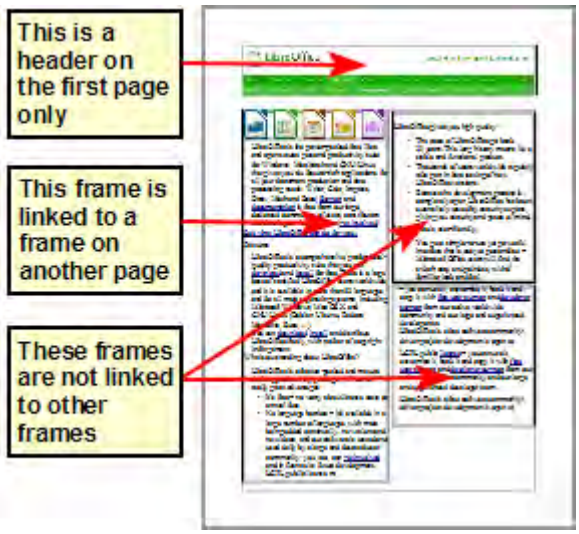
For a book similar to this user guide with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and use tables to place figures beside descriptive text, where necessary.



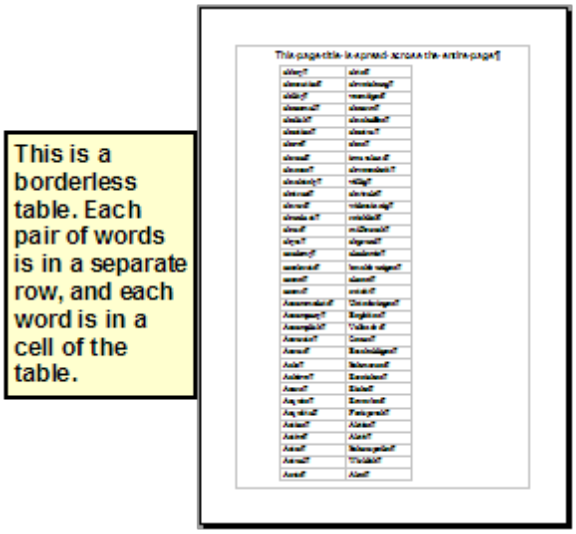
Use page styles (with two columns) for an index or other document with two columns of text where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence (also known as *snaking columns* of text). If the title of the document (on the first page) is full-page width, put it in a single-column section.




For a newsletter with a complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout. Place articles in linked frames and anchor graphics to fixed positions on the page, if necessary.


This is a header on the first page only
This frame is linked to a frame on another page
These frames are not linked to other frames

For a document with terms and translations to appear side-by-side in what appear to be columns, use a table to keep items lined up so you can type in both “columns”.



## Setting up basic page layout using styles

In Writer, *page styles* define the basic layout of all pages, including page size, margins, the placement of headers and footers, borders and backgrounds, number of columns, and so on.

Writer comes with several page styles, which you can build on or modify, and you can define new (custom) page styles. You can have one or many page styles in a single document.

| Note | All pages in a Writer document are based on styles. If you do not specify a page style, Writer uses the *Default* page style. |
|---|---|

To change the layout of individual pages, either define a new page style or use one of the techniques (sections, frames, or tables) described later in this chapter.

This chapter describes some uses of page styles. Some other uses are discussed in Chapter 6, Introduction to Styles. The Page Style dialog box is covered in detail in Chapter 7, Working with Styles.

| Tip | Any modifications of page styles, including the *Default* page style, apply only to the document you are working on. If you want the changes to be the default for all documents, you need to put the changes into a template and make that template the default template. See Chapter 10, Working with Templates, for details. |
|---|---|

### Inserting a page break without switching the style

In many documents (for example, a multi-page report), you may want the text to flow from one page to the next as you add or delete information. Writer does this automatically, unless you override the text flow using one of the techniques described earlier.

If you do want a page break in a particular place, for example, to put a heading at the top of a new page, here is how to do it:

1) Position the cursor at the point you want to start the next page. Select **Insert > Manual Break**.
2) In the *Type* section, *Page break* is preselected, and **Style** is set at *[None]*.
3) Click **OK** to position the paragraph at the start of the next page.

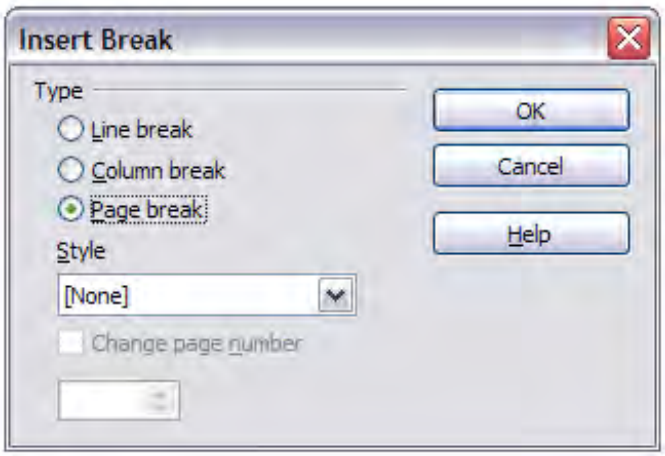
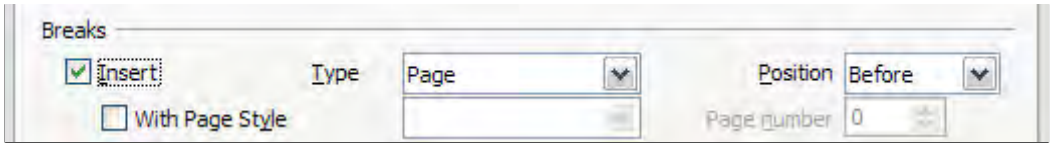



*Figure 106: Inserting a manual page break*

**Tip**

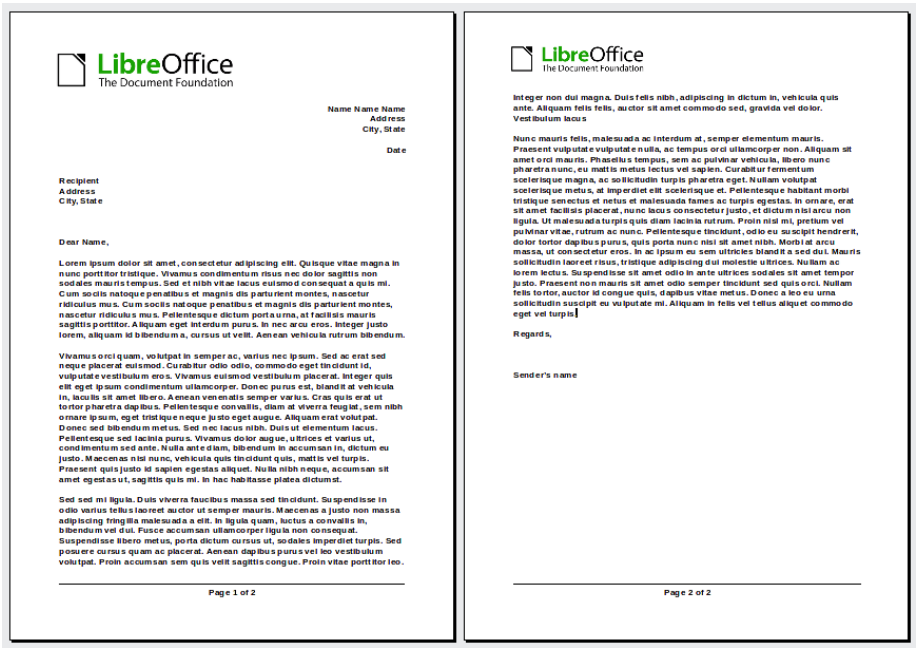
You can also insert a page break as follows;

1) Position the cursor in the paragraph you want to be at the start of the next page. *Right-click* and choose **Paragraph** in the pop-up menu.
2) On the *Text Flow* page of the Paragraph dialog box, in the *Breaks* section, select **Insert**. Do *not* select **With Page Style**.
3) Click **OK** to position the paragraph at the start of the next page.




## Defining a different first page for a document

Many documents, such as letters and reports, have a first page that is different from the other pages in the document. For example, the first page of a letterhead typically has a different header, as shown in Figure 107, or the first page of a report might have no header or footer, while the other pages do. With Writer, you can define the style for the first page and specify the style for the following page to be applied automatically.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The Document Foundation
Name Name Name
Address
City, State
Date
Recipient
Address
City, State
Dear Name,
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vitae magna in nunc porttitor tristique. Vivamus condimentum risus nec dolor sagittis non sodales mauris tempus. Sed et nibh vitae lacus euismod consequat a quis mi. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque dictum porta urna, at facilisis mauris sagittis porttitor. Aliquam eget interdum purus. In nec arcu eros. Integer justo lorem, aliquam id bibendum a, cursus ut velit. Aenean vehicula rutrum bibendum.
Vivamus orci quam, volutpat in semper ac, varius nec ipsum. Sed ac erat sed neque placerat euismod. Curabitur odio odio, commodo eget tincidunt id, vulputate vestibulum eros. Vivamus euismod vestibulum placerat. Integer quis elit eget ipsum condimentum ullamcorper. Donec purus est, blandit at vehicula in, iaculis sit amet libero. Aenean venenatis semper varius. Cras quis erat ut tortor pharetra dapibus. Pellentesque convallis, diam at viverra feugiat, sem nibh ornare ipsum, eget tristique neque justo eget augue. Aliquam erat volutpat. Donec sed bibendum metus. Sed nec lacus nibh. Duis ut elementum lacus. Pellentesque sed lacinia purus. Vivamus dolor augue, ultrices et varius ut, condimentum sed ante. Nulla ante diam, bibendum in accumsan in, dictum eu justo. Maecenas nisi nunc, vehicula quis tincidunt quis, mattis vel turpis. Praesent quis justo id sapien egestas aliquet. Nulla nibh neque, accumsan sit amet egestas ut, sagittis quis mi. In hac habitasse platea dictumst.
Sed sed mi ligula. Duis viverra faucibus massa sed tincidunt. Suspendisse in odio varius tellus laoreet auctor ut semper mauris. Maecenas a justo non massa adipiscing fringilla malesuada a elit. In ligula quam, luctus a convallis in, bibendum vel dui. Fusce accumsan ullamcorper ligula non consequat. Suspendisse libero metus, porta dictum cursus ut, sodales imperdiet turpis. Sed posuere cursus quam ac placerat. Aenean dapibus purus vel leo vestibulum volutpat. Proin accumsan sem quis velit sagittis congue. Proin vitae porttitor leo.
Page 1 of 2
LibreOffice
The Document Foundation
Integer non dui magna. Duis felis nibh, adipiscing in dictum in, vehicula quis ante. Aliquam felis felis, auctor sit amet commodo sed, gravida vel dolor. Vestibulum lacus
Nunc mauris felis, malesuada ac interdum at, semper elementum mauris. Praesent vulputate vulputate nulla, ac tempus orci ullamcorper non. Aliquam sit amet orci mauris. Phasellus tempus, sem ac pulvinar vehicula, libero nunc pharetra nunc, eu mattis metus lectus vel sapien. Curabitur fermentum scelerisque magna, ac sollicitudin turpis pharetra eget. Nullam volutpat scelerisque metus, at imperdiet elit scelerisque et. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In ornare, erat sit amet facilisis placerat, nunc lacus consectetur justo, et dictum nisi arcu non ligula. Ut malesuada turpis quis diam lacinia rutrum. Proin nisl mi, pretium vel pulvinar vitae, rutrum ac nunc. Pellentesque tincidunt, odio eu suscipit hendrerit, dolor tortor dapibus purus, quis porta nunc nisi sit amet nibh. Morbi at arcu massa, ut consectetur eros. In ac ipsum eu sem ultricies blandit a sed dui. Mauris sollicitudin laoreet risus, tristique adipiscing dui molestie ultrices. Nullam ac lorem lectus. Suspendisse sit amet odio in ante ultrices sodales sit amet tempor justo. Praesent non mauris sit amet odio semper tincidunt sed quis orci. Nullam felis tortor, auctor id congue quis, dapibus vitae metus. Donec a leo eu urna sollicitudin suscipit eu vulputate mi. Aliquam in felis vel tellus aliquet commodo eget vel turpis
Regards,
Sender's name
Page 2 of 2

*Figure 107: Letterhead with different page styles for first and following pages*

As an example, we can use the *First Page* and *Default* page styles that come with Writer. Figure 108 shows what we want to happen: the first page is to be followed by the default page, and all the following pages are to be in the *Default* page style.

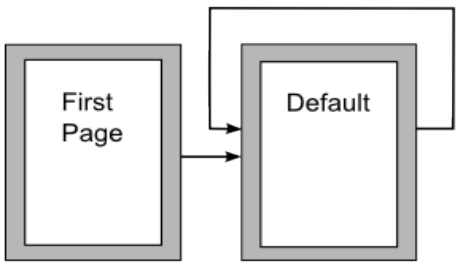



*Figure 108: Flow of page styles*

To set up this sequence:

1) Open the Styles and Formatting window. (Do one of the following.)
   - Choose **Format > Styles and Formatting** from the menu bar.
   - Click the **Styles and Formatting** icon located at the left-hand end of the Formatting toolbar.
   - Press *F11*.
2) On the Styles and Formatting window, click on the **Page Styles** icon to display a list of page styles.
3) Right-click on **First Page** and select **Modify** from the pop-up menu.
4) On the *Organizer* page of the Page Style dialog box, look at the *Next Style* property. This property defines what the page style for the next page will be. It should be set to **Default**, but if it is not, you can change the next style by clicking on the drop-down button and choosing **Default** from the list of page styles.

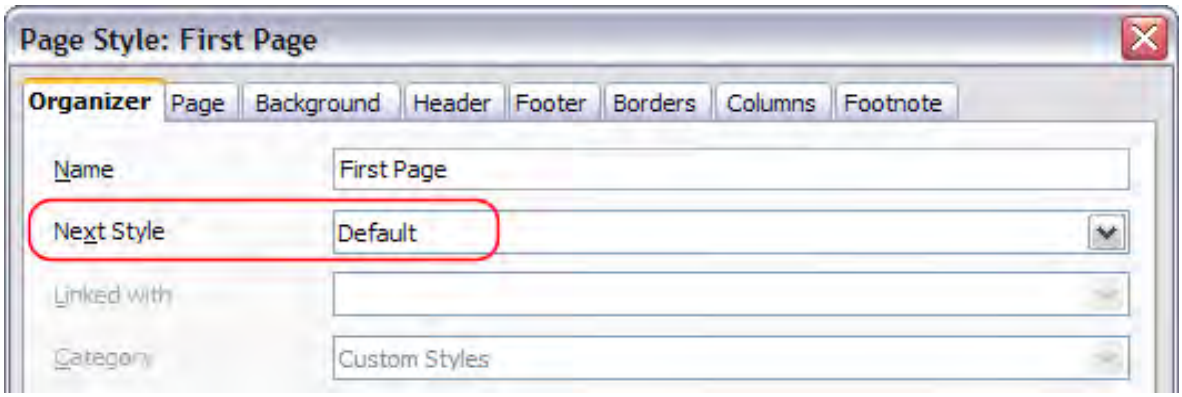



*Figure 109: Set the Next Style property for a page style*

5) On the other pages of this dialog box, you can turn on or off the header and footer for the first page and define other characteristics, such as columns, a page border, or a page background. For more information, see Chapter 7, Working with Styles.
6) Click **OK** to save the changes.

**Tip**

Alternatively:

- Select **Format > Title Page**; accept preselected options. Click **OK**.
- Select **Format > Page**; continue from step 4 above.

**Note**

You can override the *Next Style* property by manually inserting a page break and specifying a page style or by starting a page with a paragraph or table that has its own page style property defined. These techniques are described in “Inserting a landscape page into a portrait document” on page 112.

## Changing page orientation within a document

A document can contain pages in more than one orientation. A common scenario is to have a landscape page in the middle of a document, whereas the other pages are in a portrait orientation. Here are the steps to achieve it.

### *Setting up a landscape page style*

1) If you wish to keep the margins the same as on other pages, then note the margin settings of the current page style. (You can find the margin settings on the *Page* page of the Page Style dialog box, as shown in Figure 111.)
2) In the Styles and Formatting window, right-click on **Landscape** in the list of page styles and choose Modify from the pop-up menu.
3) On the *Organizer* page of the Page Style dialog box (Figure 110), make sure the *Next Style* property is set to **Landscape** (to allow for having more than one sequential landscape page).

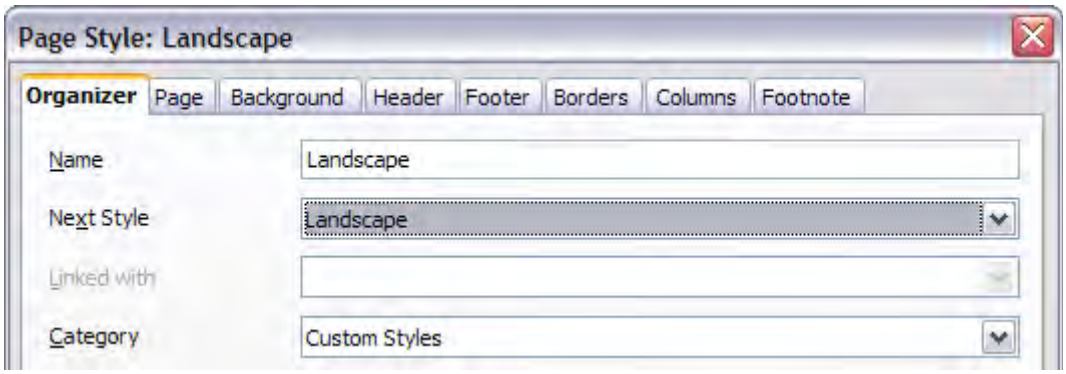



*Figure 110: Name the new style and set the next page style to Landscape*

4) On the *Page* page of the Page Style dialog box (Figure 111), make sure the *Orientation* is set to **Landscape**. Change the margins so that they correspond with the margins of the portrait page. That is, the portrait top margin becomes the landscape left margin, and so on.

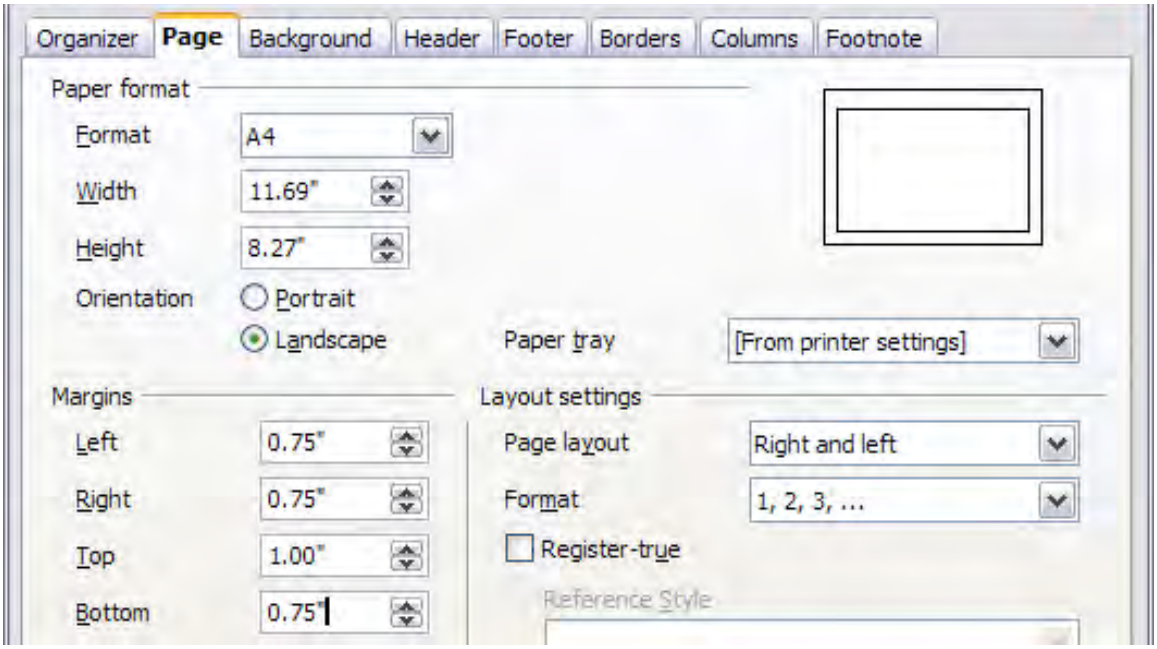



*Figure 111: Set orientation and margins for a landscape page*

5) Click **OK** to save the changes.

### *Inserting a landscape page into a portrait document*

Now that you have defined the *Landscape* page style, here is how to apply it.

1) Position the cursor in the paragraph or table at the start of the page that is to be set to landscape. Right-click and choose **Paragraph** or **Table**, respectively, in the pop-up menu.
2) On the *Text Flow* page of the Paragraph dialog box (Figure 112) or the Table Format dialog box (Figure 113), select **Insert** (or **Break** for a table) and **With Page Style**. Set the *Page Style* property to **Landscape**. Click **OK** to close the dialog box and to apply the new page style.

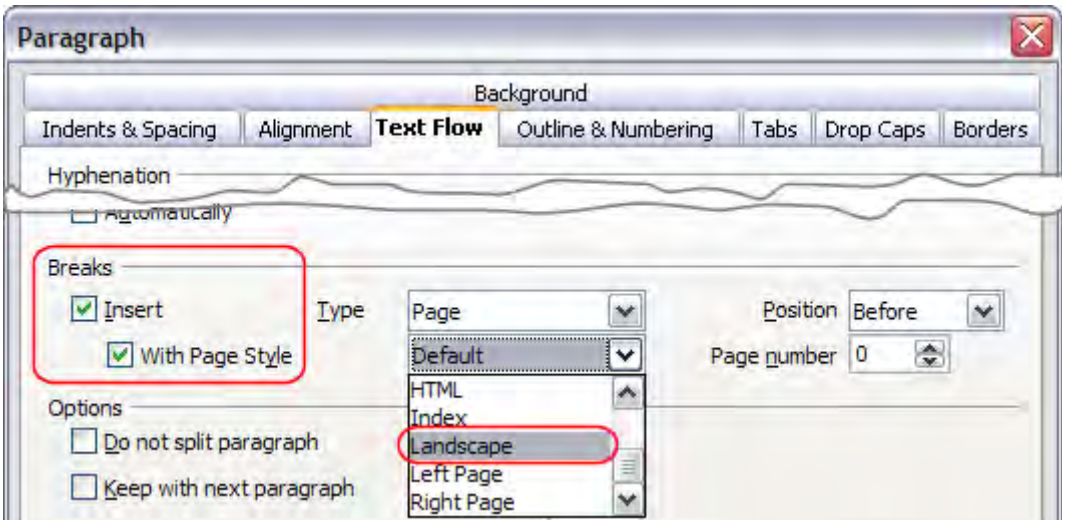



*Figure 112: Specifying a page break before a paragraph*

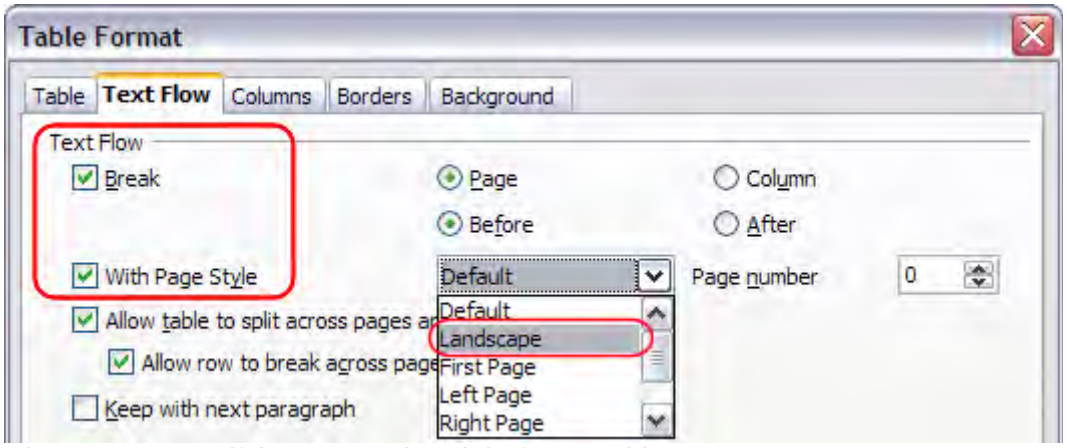



*Figure 113: Specifying a page break before a table*

3) Position the cursor in the paragraph or table where the page is to return to portrait orientation and change the paragraph properties or table properties so that *With Page Style* is the portrait page style that was used before the *Landscape* page style.
4) Click **OK** to return to the previous portrait page style.

| **Tip** | If you need the headers or footers on the landscape pages to be in portrait orientation, see “Portrait headers on landscape pages” on page 133. |
|---|---|

## Adding title pages

LibreOffice Writer provides a fast and convenient way to add one or more title pages to a document and optionally to restart the page number at 1 for the body of the document.

To begin, choose **Format > Title Page** from the menu bar. On the Title Pages dialog box (Figure 114), you can make a variety of choices.

- Convert existing pages to title pages, or insert new title pages.
- How many pages to convert or insert.
- Where those pages are located.
- If and where to restart page numbering, and what number to start with.
- What page style to use for the title page.

Using this technique, you could insert several “title pages” at different points in your document, for example to add decorative pages between chapters as well as title, copyright, and other pages at the beginning of a book.

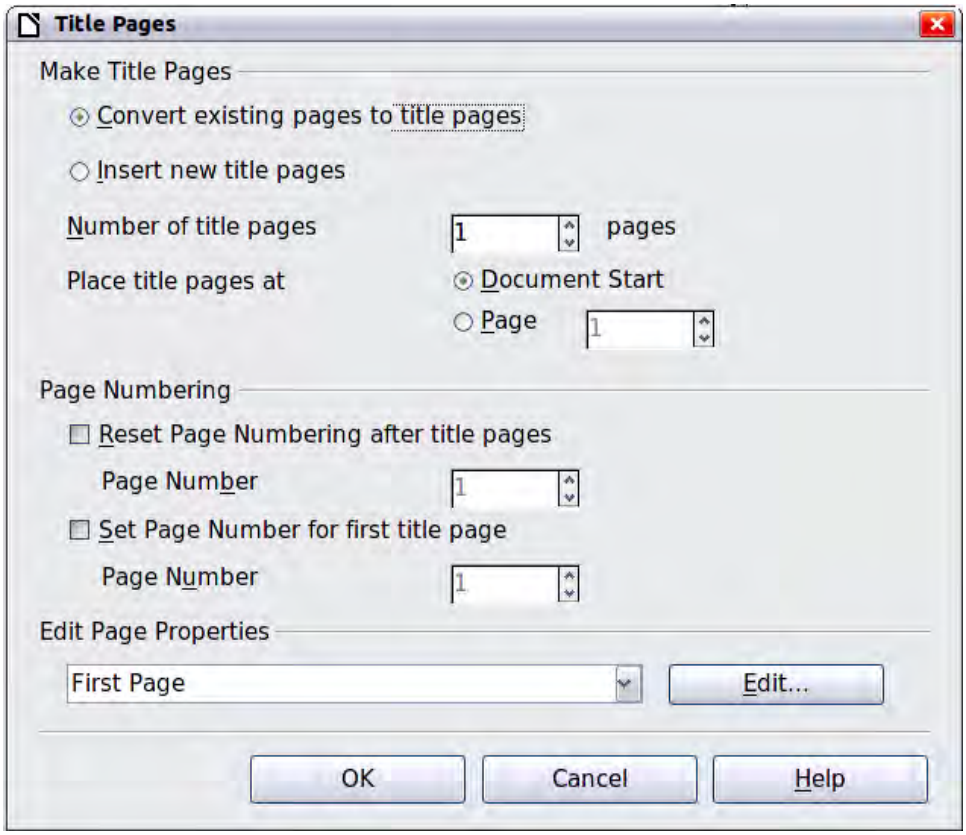



*Figure 114: Adding title pages to a document*

# Changing page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.
- Using the Page Style dialog box—can specify margins to two (fractional) decimal places.

| **Note** | If you change the margins using the rulers, the new margins affect the page style and will be shown in the Page Style dialog box the next time you open it. |
|---|---|

To change margins using the rulers:

1) The shaded sections of the rulers are the margins (see Figure 115). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.
2) Hold down the left mouse button and drag the mouse to move the margin.

| Tip | The small arrows on the ruler are used for indenting paragraphs. They are often in the same place as the page margins, so you need to be careful to move the margin marker, not the arrows. Place the mouse pointer between the arrows and, when the pointer turns into a double-headed arrow, you can move the margin (the indent arrows will move with it). |
|---|---|

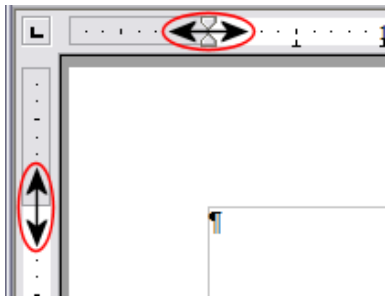


*Figure 115: Moving the margins*

To change margins using the Page Style dialog box (Figure 111):

1) Right-click anywhere on the page and select **Page** from the pop-up menu.
2) On the *Page* page of the dialog box, type the required distances in the *Margins* boxes.

## Using columns to define the page layout

You can use columns for page layout in these ways:

- Define the number of columns and their layout on a page, using page styles.
- Change the number of columns for existing text.

### Defining the columns on a page

It is a good idea to define your basic page style (such as *Default*) with the most common layout to be used in your document, either single-column or multiple-column. You can then either define extra page styles for pages with different numbers of columns or use sections (described in “Using sections for page layout” starting on page 124) for pages or parts of pages with different numbers of columns.

To define the number of columns on a page:

1) Choose **Format > Columns** to go to the Columns dialog box, or go to the *Columns* page of the Page Style dialog box (see Figure 116),
2) In the *Settings* area, choose the number of columns and specify any spacing between the columns and whether you want a vertical separator line to appear between the columns. You can use one of Writer’s predefined column layouts, or you can create a customized column layout. The preview box, located to the right of the *Settings* area, shows how the column layout will look.
3) Notice the *Apply to* box on the right-hand side of the dialog box. In this case, the changes are being applied to the *Default* page style.
4) Click **OK** to save the changes.

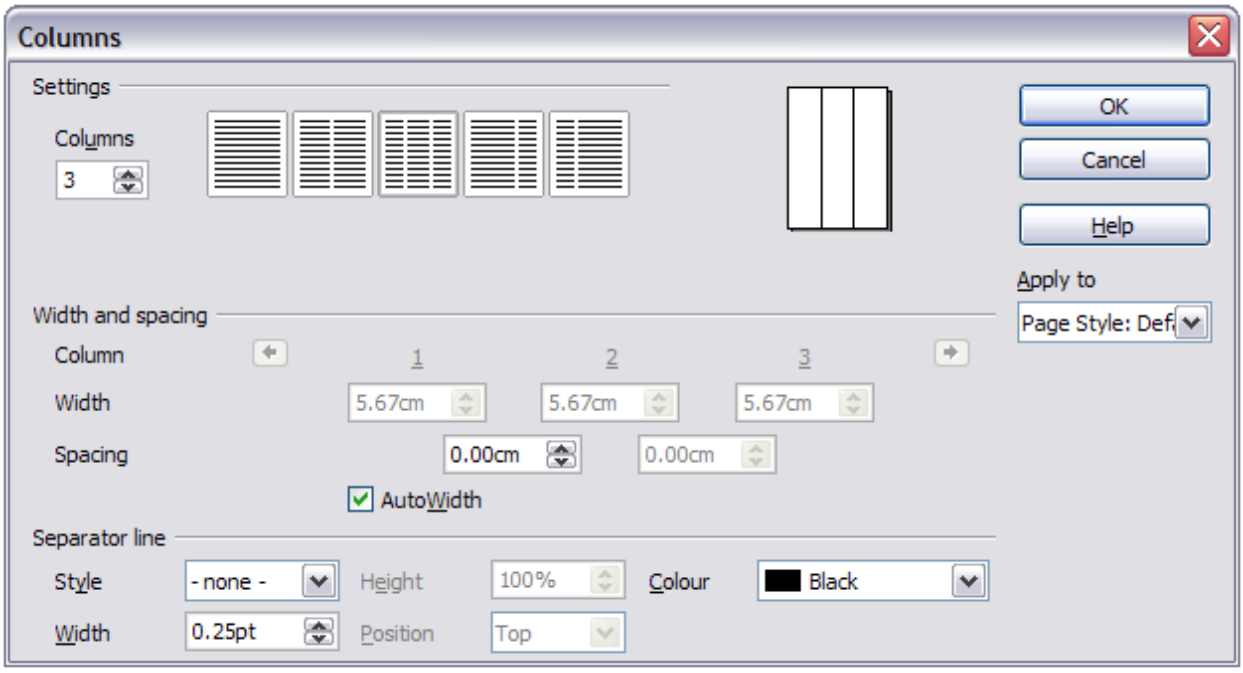



*Figure 116: Defining the number of columns on a page*

### Specifying the number of columns

The *Settings* area displays five predefined column layouts. To use one of them, click the desired layout. If you prefer to create a customized column layout, you must specify the number of columns that you want by entering the desired number in the *Columns* box.

### Formatting column width and spacing

To create evenly-spaced columns that are all the same width, select the **AutoWidth** option in the *Width and spacing* area.

To customize the width and spacing of the columns, follow these steps:

1) In the *Width and spacing* area, deselect the **AutoWidth** option.
2) On the *Width* line, enter a width for each column.
3) On the *Spacing* line, enter the amount of space that you want between each pair of columns.

If you specify more than three columns, use the arrow keys on the *Column* line to scroll among the columns.

### Formatting separator lines

To display separator lines between the columns:

1) Using the *Style* drop-down list, select the line style from the three styles available.
2) Using the *Width* control, select the width of line to use, settable from 0.25pt to 9.0pt. (1 pt = 1 point = 1/12 pica = 1/72 inch = 127/360 mm = 0.3527 mm.)
3) Using the *Height* control, select the height of line required, as a percentage of the column height. Variable from 25% to 100%.
4) If you entered a height of less than 100%, use the *Position* drop-down list to select a vertical alignment for the separator lines. The vertical-positioning options are: **Top**, **Centered**, or **Bottom**.
5) The line color can be selected from the *Color* drop-down list's palette of colors.

### *Reverting to a single-column layout*

To revert to a single-column layout for the page style, go to the *Settings* area and either reset the number in the *Columns* box to **1** or click the single-column layout icon.

## Changing the number of columns for existing text

You might want some parts of a page to have one column and other parts of the page to have two or more columns. For example, you might have a page-width headline over a three-column news story.

You can create columns and then type or paste text into them, or you can select some existing text and change the number of columns for displaying it.

When you select text and change the number of columns for that text (**Format > Columns**), Writer turns the selected text into a *section*, as described in “Using sections for page layout” on page 124.

Figure 117 shows the Columns dialog box for a selection. The *Apply to* box on the right-hand side has **Selection** highlighted and an extra option (**Evenly distribute contents to all columns**) appears in the upper left-hand part of the dialog box.

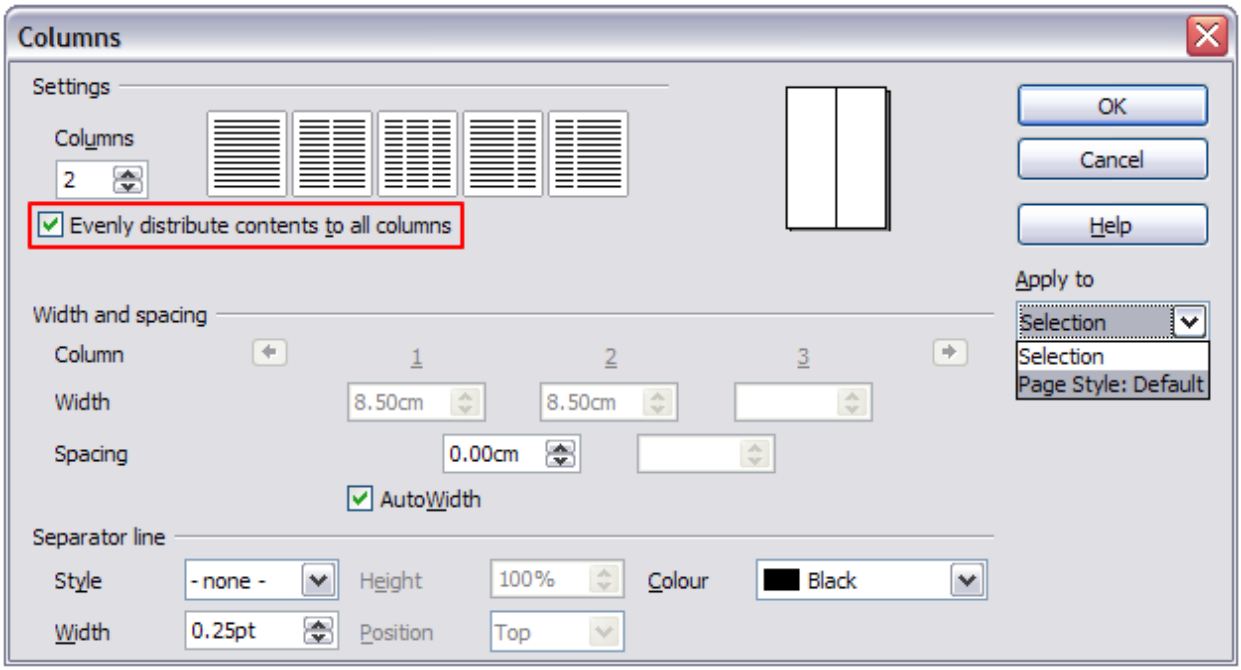



*Figure 117: Specifying columns for a selection*

| Tip | You cannot select text on a two-column formatted page and change it to a single column using this method. Instead, you need to define a single-column page and then select the text you want to be in a two-column section on that page. |
|---|---|

## Distributing text across columns

As you add text to the section, you will see that the text flows from one column to the next. You can distribute text across the columns in one of two ways:

**Evenly**—Writer adjusts the length of the columns to the amount of text, so that all the columns are approximately the same height. As you add or delete text, the columns readjust.

**Newspaper-style**—Writer fills the columns one at a time, beginning with the first column. The last column may be shorter than the others.

To distribute text evenly, select the **Evenly distribute contents to all columns** option in the *Settings* area. Deselect this option if you want to distribute text newspaper-style.

| Tip | Choose **View > Nonprinting Characters** (or press *Ctrl+F10*) to display end of paragraph markers (¶). Often, unexpected behavior of columns is due to extra paragraphs that are normally invisible to the user but are taking up space. |
|---|---|

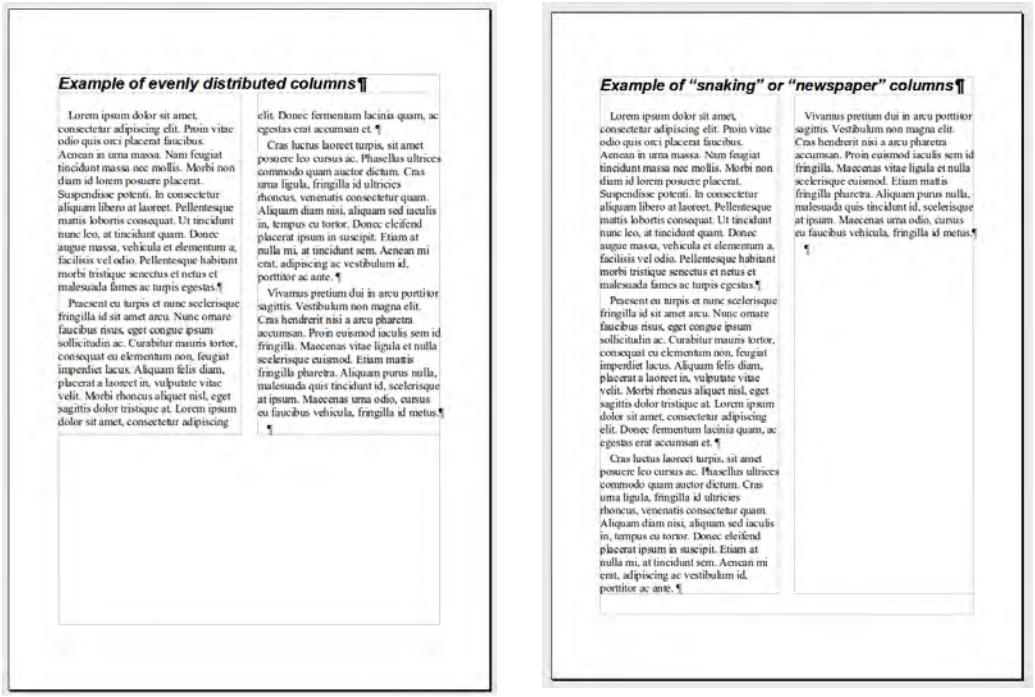



*Figure 118: (Left) Evenly distributed columns; (Right) Newspaper-style columns.*

## Using frames for page layout

Frames can be very useful when producing a newsletter or other layout-intensive documents. Frames can contain text, tables, multiple columns, pictures, and other objects.

Use frames when you need to:

- Position something in a particular place on a page, for example, a logo or a "stop press" news box in one corner of a page.
- Allow text on one page to continue on another page, somewhere more distant than the next one, by linking the content of one frame to another so the contents flow between them as you edit the text.
- Wrap text around an object, such as a photograph.

Because LibreOffice does not allow you to define page styles with recurring frames, consider doing some quick sketches of the basic page layouts you need, indicating the approximate positions of different frames and their purposes. Try to keep the number of different page layouts as low as possible in order to avoid chaos in your design.

Pay special attention to the positioning of frames. Many of the predefined styles default to a center alignment. Although centering all frames looks reasonably good in most cases, itis rarely the best choice.

One of the most visually effective ways to position a frame is to align its left margin with that of the paragraph above it. To achieve this effect, insert the frame in a blank paragraph of the same style as the paragraph above. Then, select **Insert > Frame**; in the *Position* section of the *Type* page, select **From Left** in the *Horizontal* selection box to position the frame exactly where you want it.

You also should think about the type of wrap and the spacing between the frame and text. Instead of cramming a frame close to the text, use the *Wrap* tab to place some white space between them.

You can format frames individually or define and apply frame styles; see Chapter 7, Working with Styles.

**Example: Using a frame to center text on a page**
Although you can center text horizontally as part of a paragraph style or by using manual formatting, those methods do not work for vertical centering. To center text vertically, you need to place the text in a frame, anchor the frame to a page or a paragraph, and then center the frame vertically on the page. See “Anchoring frames” on page 120.

## Creating frames

You can create a frame in several ways, depending on your needs.

- Choose **Insert > Frame**) to create an empty frame. The Frame dialog box (Figure 120) appears. You can click **OK** and come back to customize it later, or you can set the frame’s characteristics at this stage.
- Select text or a graphic, choose **Insert > Frame**, and click **OK** to create a frame containing the selection. The selected text is automatically deleted from the normal text flow and inserted into the frame, and the Frame dialog box appears.
- Insert a picture or other object by selecting **Insert > Picture > From file** or **Insert > Object > [type of object]** to start the process to insert a picture or object. The item inserted automatically appears in a frame, but the Frame dialog box does not appear.
- Use the **Insert Frame Manually** button on the Insert toolbar (go to **View > Toolbars** > **Insert** to display it), select the number of frames in the drop-down menu, and drag the mouse to draw the frame (the mouse cursor has changed to a plus (+) symbol).

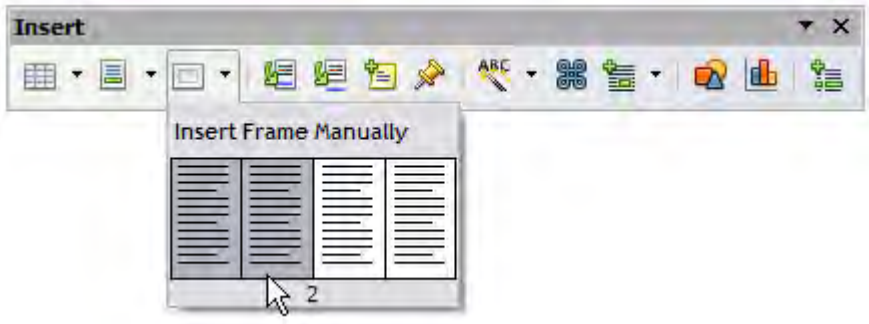
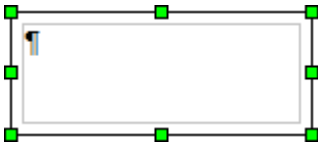



*Figure 119: Using an icon on the Insert toolbar to create a frame*

When you release the mouse button, a box appears where the cursor is located in the document. This box represents the frame: an area isolated from the main document.




To add content to a frame, first deselect the frame by clicking somewhere else on the page. Then, click inside the frame so that the cursor shifts its focus there. Now add content just like you would on the main page. When you are done, deselect the frame.

## Moving, resizing, and changing frame attributes

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document. Frame styles are discussed in Chapter 7, Working with Styles.

To change the size or location of a frame, first select the frame, then use either the mouse or the Frame dialog box (Figure 120). Using the mouse is faster but less accurate. You might want to use the mouse for gross layout and the dialog box for fine-tuning.

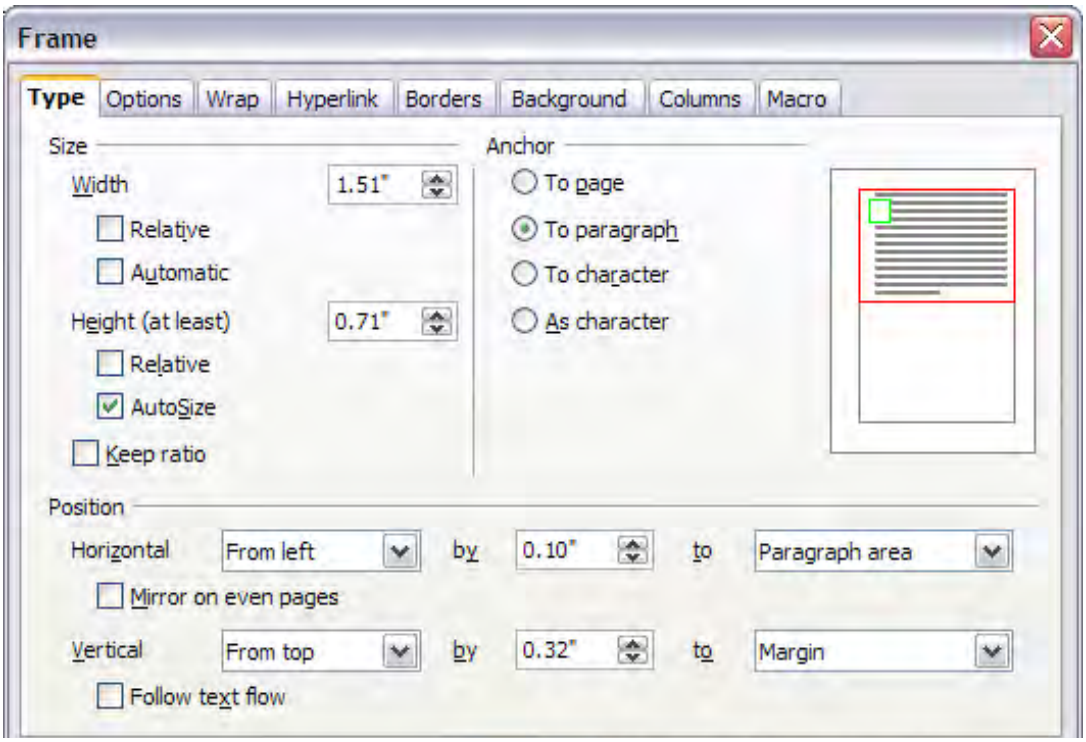



*Figure 120: Frame dialog box*

You can resize the frame manually (by clicking on the green squares and dragging to the appropriate size) or start adding content to it (the frame will resize automatically if, for example, you add a large picture to it) or go back to the Frame dialog box and set the size and other characteristics.

To change the location of the frame using the mouse, drag and drop one of the edges or put the cursor anywhere within the frame. (The I-bar cursor changes to a four-headed arrow when properly positioned for a drag-and-drop move.)

To change the size of the frame, drag one of the handles. Drag a handle on one of the sides to enlarge or reduce the text frame in one dimension only; drag a corner handle to enlarge or reduce it in both dimensions.

These resizing actions distort the proportions of the frame. Holding down the *Shift* key while dragging one of the handles makes the frame keep the same proportions.

You can open the Frame dialog box at any time by selecting the frame, right-clicking, and choosing **Frame** from the pop-up menu.

To remove the default border on a newly created frame, open the Frame dialog box, go to the *Borders* page, and under *Line Style*, select **None**. Alternatively, you can assign a borderless style to the frame; see the Chapter 7, Working with Styles, for information on frame styles.

| Tip | Do not confuse a frame's border with the text boundaries that are made visible using the View menu (by selecting **View > Text Boundaries**). |
|---|---|

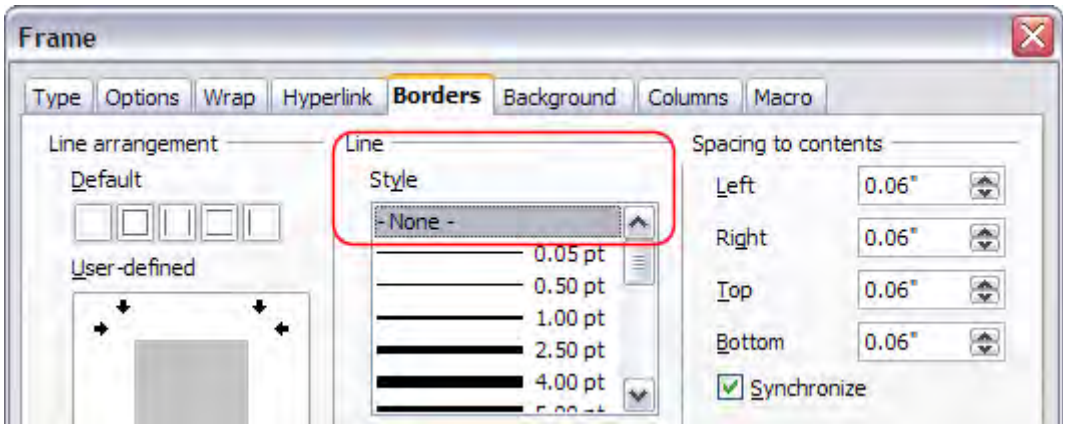



*Figure 121: Removing the border from a frame*

## Anchoring frames

Using the Frame dialog box (or by right-clicking and pointing to **Anchor**), you can anchor a frame to a page, paragraph, or character, or you can anchor it as a character.

**To Page**

The frame keeps the same position in relation to the page margins. It does not move as you add or delete text. This method is useful when the frame does not need to be visually associated with a particular piece of text. It is often used when producing newsletters or other documents that are very layout-intensive. This method is also used to center text on a page.

**To Paragraph**

The frame is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location. This method is useful as an alternative to a table for placing icons beside paragraphs. It is also used to center text on a page in documents which will be used in a master document (frames anchored to pages will disappear from the master document).

**To Character**

The frame is associated with a character but is not in the text sequence. It moves with the paragraph but may be placed in the margin or another location. This method is similar to anchoring to a paragraph.

**As Character**

The frame is placed in the document like any other character and, therefore, affects the height of the text line and the line break. The frame moves with the paragraph as you add or delete text before the paragraph. This method is useful for adding a small icon in sequence in a sentence. It is also the best method for anchoring a graphic to an empty paragraph so it does not move around the page in unexpected ways.

## Linking frames

You can link frames to each other even when they are on different pages of a document. The contents will automatically flow from one to the next. This technique is very useful when designing newsletters, where articles may need to be continued on a different page.

| Note | You cannot link from a frame to more than one other frame. |
|---|---|

To link one frame to another:

1) Select the frame to be linked from.
2) Click the **Link Frames** icon on the object bar.
3) Click the next frame in the series (which must be empty).

When a linked frame is selected, any existing links are indicated by a faint connecting line, as shown in Figure 122.

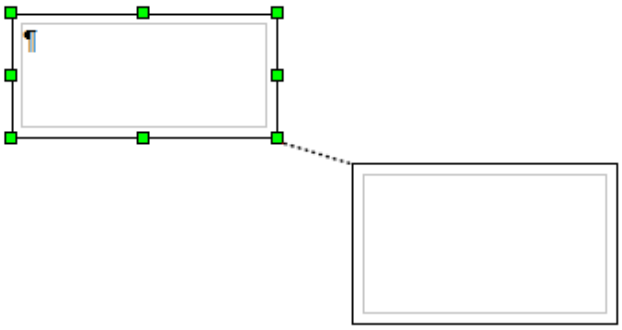


*Figure 122: Linked frames*

The height of a frame that is being linked from is fixed; you can change this height manually or by using the Frame dialog box, but it does not automatically adjust to the size of the contents (that is, the AutoHeight attribute is disabled). Only the last frame of a chain can adapt its height to the content.

The *Options* page of the Frame dialog box (Figure 123) shows the names of the selected frame and any frames it is linked to or from. You can change this information here. On this page, you can also select options to protect the contents, position, and size of the frame.

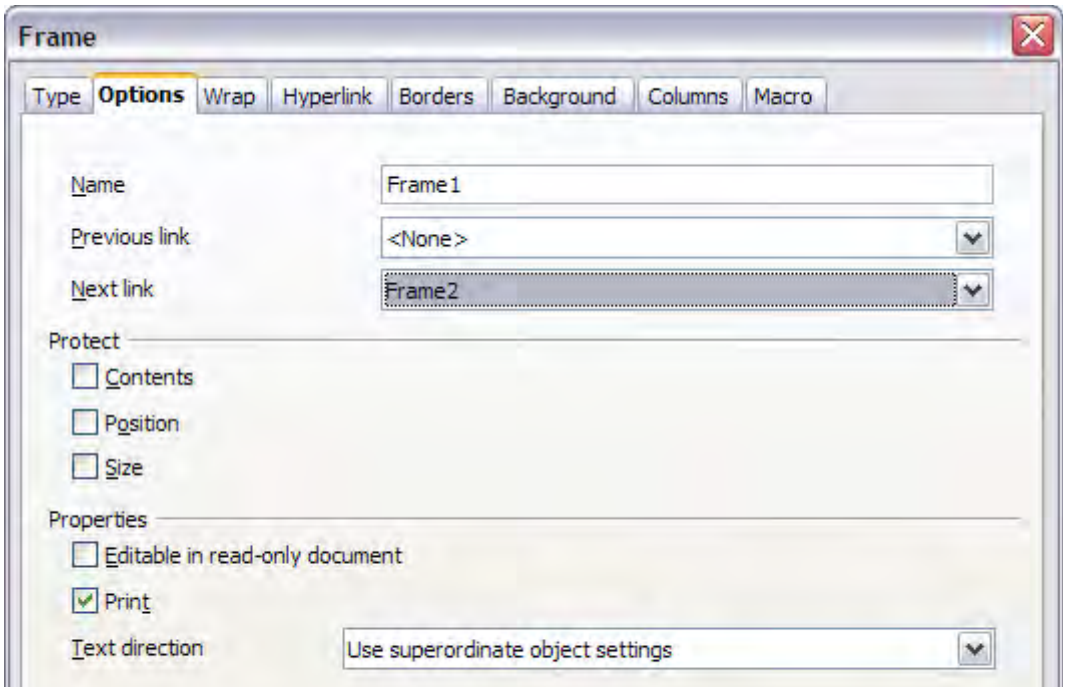



*Figure 123: Options page of the Frame dialog box*

On the *Hyperlink* page (Figure 124), you can specify the file for the hyperlink to open. This file can be on your machine, a network, or the Internet.

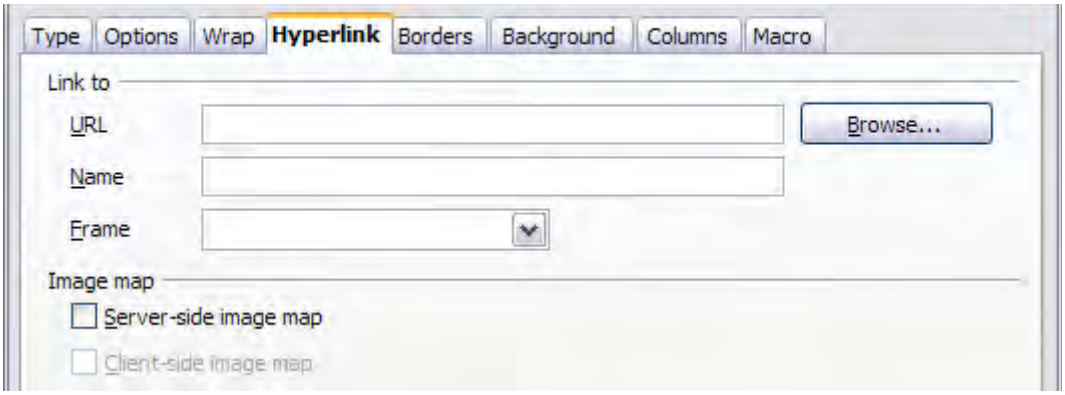



*Figure 124: Hyperlink page of the Frame dialog box*

The *Wrap*, *Borders*, *Background*, *Columns*, and *Macro* pages of the Frame dialog box are the same as those for frame styles. Refer to the Chapter 7, Working with Styles, for details.

## Using tables for page layout

Writer's tables can serve several purposes, such as holding data as you might see it in a spreadsheet, lining up material, and creating more complex page layouts. For information about using tables of data, see Chapter 9, Working with Tables.

This topic describes how to achieve some common layouts by using tables.

### Example: Creating sideheads using tables

Sideheads and marginal notes are commonly used in documents from resumes to computer user guides. The main body of the text is offset to leave white space (usually on the left-hand side) in which the sideheads or notes are placed. The first paragraph is aligned beside the sidehead, as in Figure 125.

| ***Example of a sidehead*** | In some cases you may want to put only one or two paragraphs in the table itself and the rest of the text and graphics in ordinary paragraphs (formatted to line up with the paragraphs in the table) so that text and graphics will flow more easily from one page to another when you add or delete material.<br><br>In other cases, you might put each paragraph in a separate row of the table and allow the table to break between pages. |
|---|---|

*Figure 125: Example of a sidehead*

| **Note** | Sideheads can also be created by placing text in a frame using the *Marginalia* frame style, as described in Chapter 7, Working with Styles. |
|---|---|

To create a table for use with a sidehead:

1) Place the cursor where you want the table to appear and choose **Insert > Table** (*Ctrl+F12*).
2) In the Insert Table dialog box, define a one-row, two-column table with no border and no heading. Click **OK** to create the table.

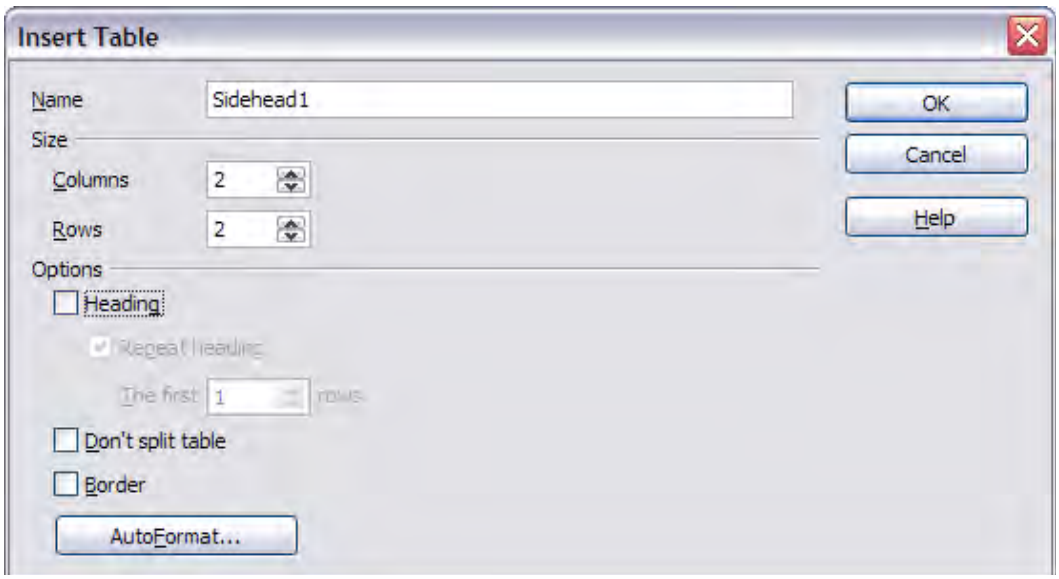



*Figure 126: Defining a two-column borderless table with no header*

3) Right-click on the table and choose **Table** from the pop-up menu. On the *Columns* page of the Table Format dialog box, make the columns the required width.

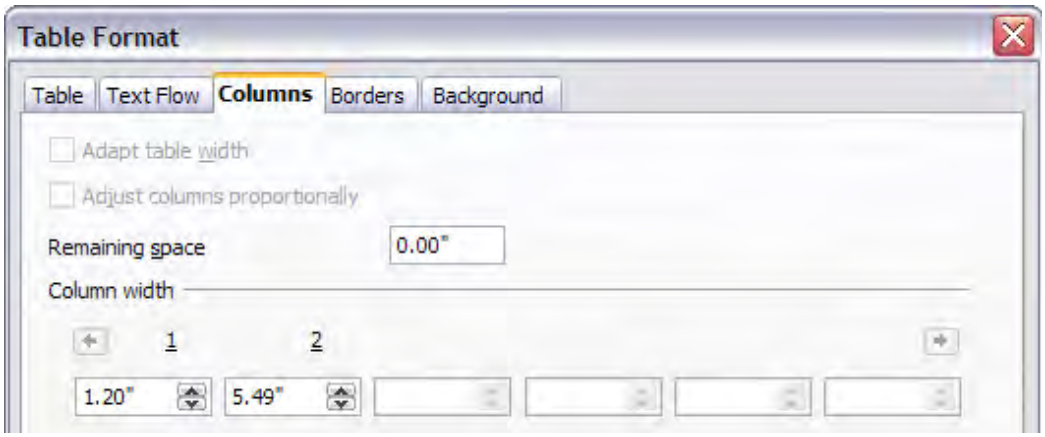



*Figure 127: Defining a two-column table to line up with text offset at 1.2 inches*

4) On the *Table* page of the Table Format dialog box (Figure 128), in the *Spacing* section, make the *Above* and *Below* values the same as the *Top* and *Bottom* spacing you have defined for ordinary paragraphs of text. Click **OK** to save your settings.

**Tip**

To check the top and bottom spacing for ordinary paragraphs:

1) Position the cursor in a paragraph and press *F11* (unless the Styles and Formatting window is already open). Check that the Styles and Formatting window shows paragraph styles (top left button).
2) The current style should be highlighted. If no paragraph style is highlighted, select **All Styles** in the bottom drop-down list. Right-click on it and select **Modify** from the pop-up list.
3) Go to the *Indents & Spacing* page and look in the *Spacing* area for the values in *Above paragraph* and *Below paragraph*.

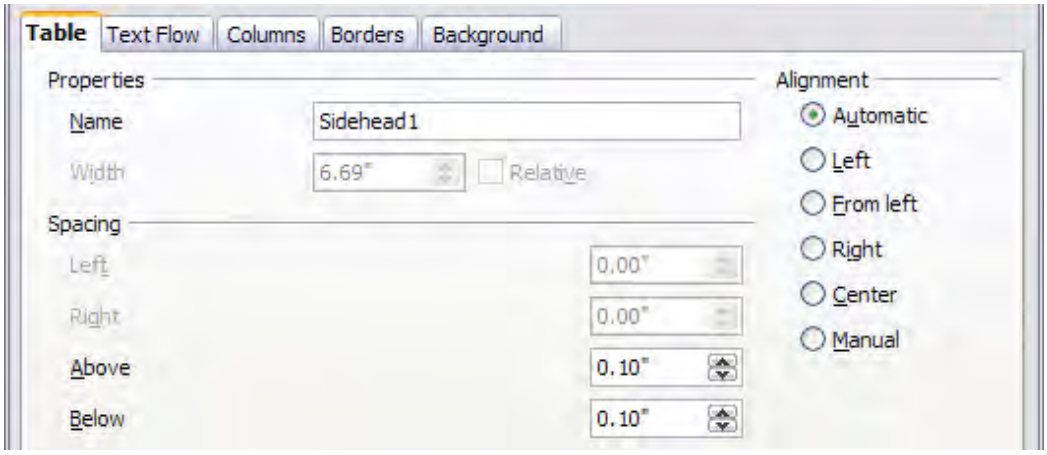



*Figure 128: Defining the space above and below a table*

You may also want to turn off number recognition so that Writer will not try to format numbers if you want them to be plain text. To turn number recognition off:

1) Right-click in the table and then click **Number Format** on the pop-up menu.
2) On the Number Format dialog box, make sure the *Category* is set to **Text**. Click **OK**.

| **Tip** | If you use this table format often, you may want to save it as AutoText, as described in Chapter 3, Working with Text. Select the table (not just the contents) to assign the shortcut. |
|---|---|

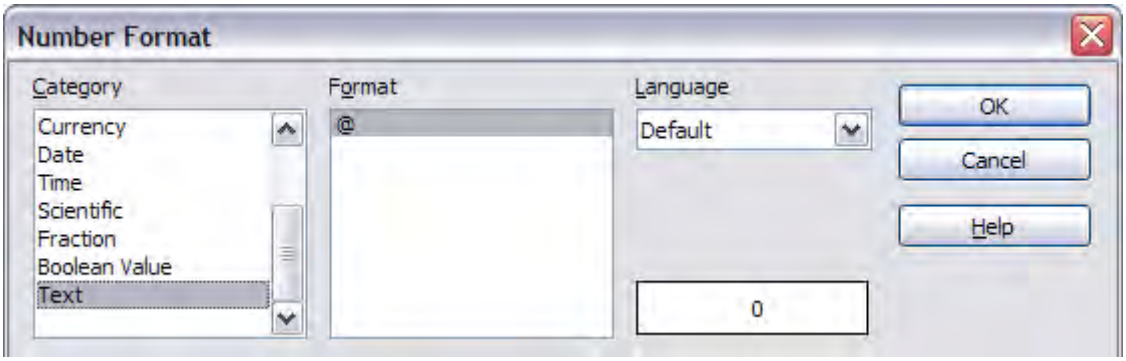



*Figure 129: Setting number format to Text*

## Using sections for page layout

A section is a block of text that has special attributes and formatting. You can use sections to:

- Write-protect text
- Hide text
- Dynamically insert the contents of another document
- Add columns, margin indents, a background color, or a background graphic to a portion of your document
- Customize the footnotes and endnotes for a portion of your document

## Creating sections

To create a section:

1) Place the cursor at the point in your document where you want to insert the new section. Or, select the text that you want to place in the new section.
2) From the main menu, choose **Insert > Section**. The Insert Section dialog box opens.
3) Click the **Section** tab, if it is not already displayed.

The Insert Section dialog box has five tabbed pages.

- Use the *Section* page to set the section's attributes.
- Use the *Columns* page to format the section into columns.
- Use the *Indents* page to set indents in the right and left margins of the section.
- Use the *Background* page to add color or a graphic to the section's background.
- Use the *Footnotes/Endnotes* page to customize the section's footnotes and endnotes.

At any time, you can reset a tabbed page to its default settings by clicking the **Reset** button. (Note, however, that you cannot reset the *Section* page. If you wish to undo changes to the *Section* page, you must do so manually.)

Use the *Section* page to set the attributes of the current section.

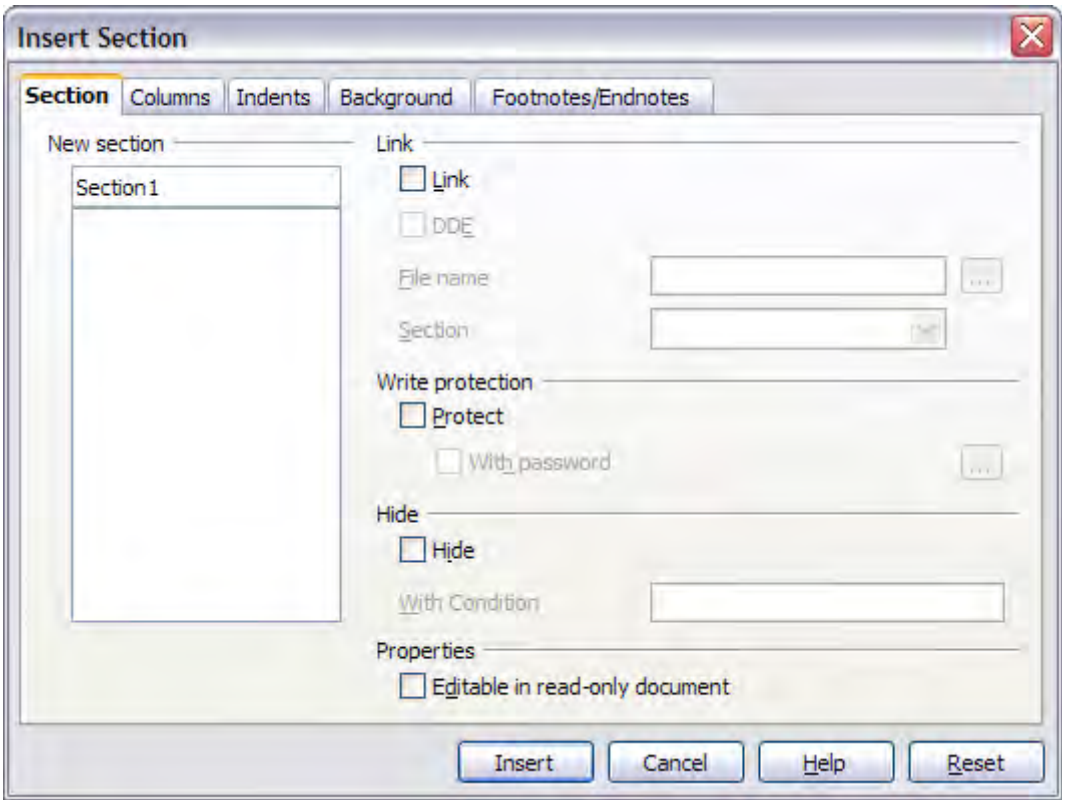



*Figure 130: Inserting a section using the Insert Section dialog box*

### *Naming sections*

Writer automatically enters a name for the current section in the top box of the *New section* area. To change the name, select it and type over it. The name is displayed in the *Sections* category of the Navigator window. If you give your sections meaningful names, you can navigate to them more easily.

### Linking sections

You can insert the contents of another document into the current section and then have Writer update the section whenever the other document is updated. This is called *linking* the section to the other document.

To link the current section to another document, follow these steps:

1) In the *Link* area, select the **Link** option.

*Figure 131: Linking sections*

2) Click the (**...**) button to the right of the *File name* field. The Insert dialog box opens.
3) Find and select the document you want to insert and then click the **Insert** button. The Insert dialog box closes and the name of the selected document appears in the *File name* field.
4) If you want to insert only a section of the selected document, select the desired section from the *Section* drop-down list.

| **Note** | The section must already exist in the selected document. You cannot create a section in the selected document at this point. |
|---|---|

You can update links automatically or manually. See “Updating links” on page 131.

### Write-protecting sections

To write-protect the current section so that its contents cannot be edited, select the **Protect** option in the *Write protection* area.

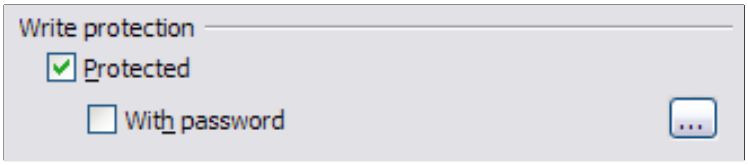



*Figure 132: Write-protecting sections*

| **Note** | Write-protection protects only the section’s contents, not its attributes or format. |
|---|---|

### Password-protecting sections

To prevent others from editing the section’s attributes or format, protect the section with a password, as follows:

1) Select the **With password** option. The Enter Password dialog box opens.
2) Type a password in the *Password* field and then confirm the password by typing it again in the *Confirm* field.
3) Click **OK**. The Enter Password dialog box closes. Anyone who tries to edit the section’s attributes or format will be prompted to enter the password.

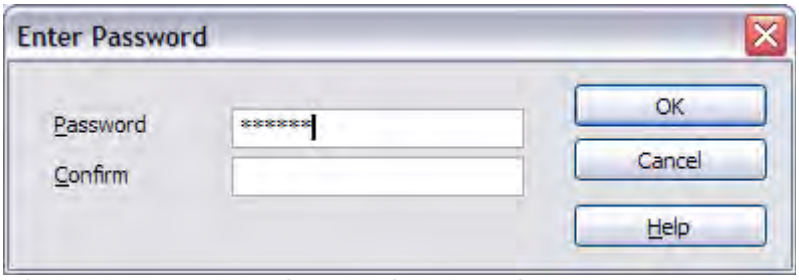



*Figure 133: Password-protecting a section*

| Note | Passwords must contain at least five characters. The **OK** button remains inactive until you have typed five characters. |
|---|---|

### Hiding sections

You can hide the current section so that it will not be displayed on the screen or printed. You can also specify conditions for hiding the section. For example, you can hide the section only from certain users.

| Note | You cannot hide a section if it is the only content on the page or if the section is in a header, footer, footnote, endnote, frame, or table cell. |
|---|---|

To hide a section, select the **Hide** option in the *Hide* area.

*Figure 134: Hiding sections*

To hide the section only under certain conditions, enter the desired conditions in the *With Condition* field. The syntax and operators that you use to enter conditions are the same ones that you use to enter formulas. For syntax and a list of operators, see Writer's online help under **conditions**.

If the section is write-protected with a password, the password must be entered to hide or reveal the text.

| Note | Hiding text is not a secure way to stop someone else reading it. It will stop the casual reader but will not prevent someone who actively wants to find out what you have hidden—even if it is password protected. |
|---|---|

### Formatting a section into columns

Use the *Columns* page of the Insert Section dialog box to format the current section into columns. This page is very similar to the Columns dialog box shown in Figure 117 on page 116. Please refer to that topic for details.

### Indenting the section from margins

Use the *Indents* page (Figure 135), to set indents in the right and left margins of the current section.

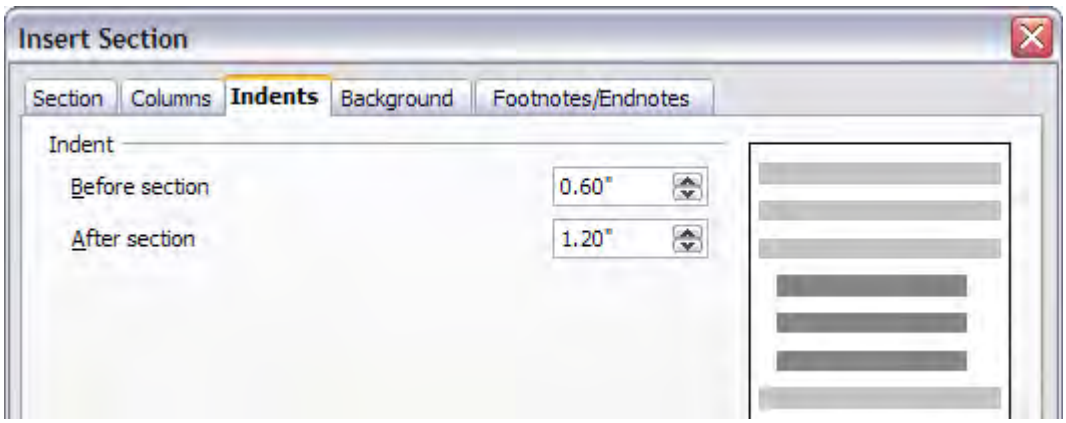



*Figure 135: Indenting sections*

Enter the desired left-margin indent in the *Before section* box. Enter the desired right-margin indent in the *After section* box. The preview box on the right-hand side of the page shows you how the section will look with the indents applied.

### Changing the background of the section

Use the *Background* page to add color or a graphic to the background of the current section. This page is similar to the Background pages for paragraphs, frames, tables, and other objects in LibreOffice. For more information, refer to Chapter 7, Working with Styles.

### Customizing footnotes and endnotes in a section

Use the *Footnotes/Endnotes* page to customize the current section's footnotes and endnotes.

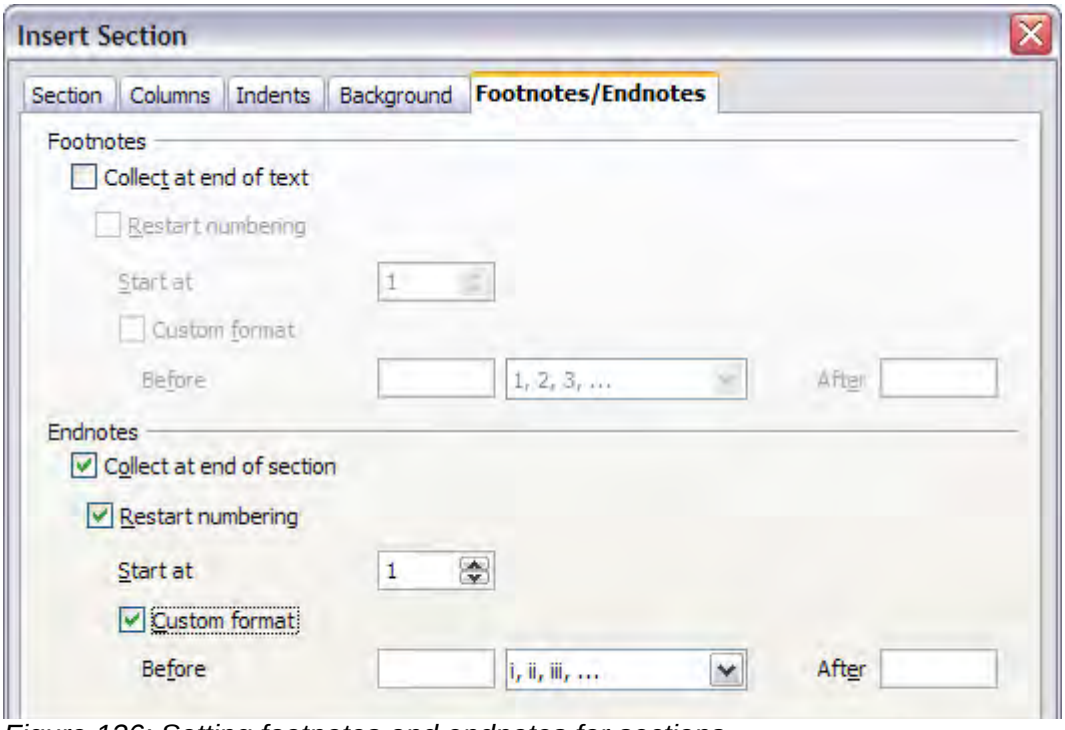



*Figure 136: Setting footnotes and endnotes for sections*

**Customizing footnotes**

If you want the current section's footnotes to appear separately from the other footnotes in the document, select the **Collect at end of text** option in the *Footnotes* area.

To number the current section's footnotes separately from the other footnotes in the document, follow these steps:

1) In the *Footnotes* area, make sure that the **Collect at end of text** option is selected.
2) Select the **Restart numbering** option.
3) If you want the section's footnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.

To edit the format of the section's footnotes, follow these steps:

1) In the *Footnotes* area, make sure that the **Collect at end of text** and **Restart numbering** options are selected.
2) Select the **Custom format** option.
3) From the drop-down list under and to the right of the **Custom format** option, select a numbering format for the footnotes.
4) To add text to the selected numbering format, use the *Before* and *After* fields. For example, if you want the footnote numbers to be preceded by the word "Note" and followed by a colon, fill the *Before* and *After* fields like this:

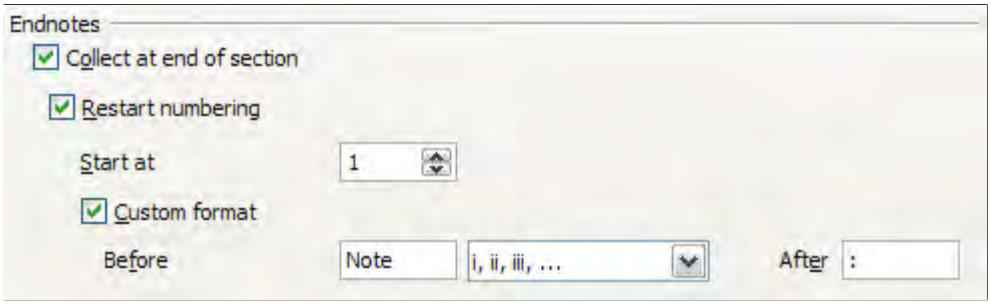



*Figure 137: Numbering footnotes for sections*

**Customizing endnotes**

If you want the current section's endnotes to appear at the end of the section rather than at the end of the document, select the **Collect at end of section** option in the *Endnotes* area.

To number the current section's endnotes separately from the other endnotes in the document, follow these steps:

1) In the *Endnotes* area, make sure that the **Collect at end of section** option is selected.
2) Select the **Restart numbering** option.
3) If you want the section's endnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.

To edit the format of the section's endnotes, follow these steps:

1) In the *Endnotes* area, make sure that the **Collect at end of section** and **Restart numbering** options are selected.
2) Select the **Custom format** option.
3) From the drop-down list under and to the right of the **Custom format** option, select a numbering format for the endnotes.
4) To add text to the selected numbering format, use the *Before* and *After* fields, as shown above for footnotes (Figure 137).

## Saving a new section

To save a new section so that it appears in your document, click the **Insert** button. The Insert Section dialog box closes and the new section appears in your document.

## Editing and deleting sections

You can edit a section's attributes and formatting, or delete sections, by using **Format > Sections**.

To select the section that you want to edit or delete, follow these steps:

1) From the main menu, choose **Format > Sections**. The Edit Sections dialog box opens.
2) The name of the current section appears in the *Section* area, in the field above the list box. If you want to edit or delete a different section, click the name of the desired section in the list. The selected section becomes the current section, and its name appears in the field above the list box.

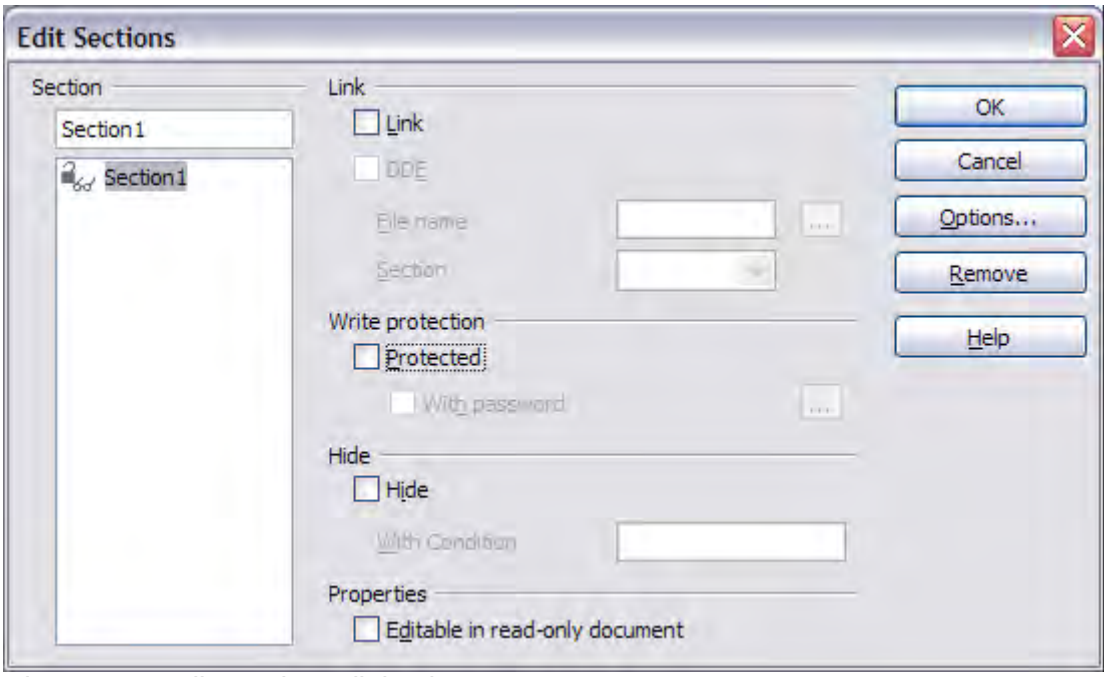



*Figure 138: Edit Sections dialog box*

### *Deleting sections*

To delete the current section, click the **Remove** button.

| Note | Writer will not prompt you to confirm the delete! To undo a delete, click the **Cancel** button. |
|---|---|

### *Editing section attributes*

To rename the current section, simply type over its name in the *Section* area.

From the Edit Sections dialog box, you can also edit the current section's link, write-protect, and hide attributes. To learn how to edit these attributes, see:

"Linking sections" on page 126.

"Write-protecting sections" on page 126.

"Hiding sections" on page 127.

### *Editing the format of a section*

To edit the format of the current section, click the **Options** button.

The Options dialog box has four tabbed pages: *Columns*, *Indents*, *Background*, and *Footnotes/Endnotes*. The use of these pages is described earlier in this topic.

To reset a page to its most recently saved settings, click the **Reset** button.

To save your Options settings and return to the Edit Sections dialog box, click **OK**.

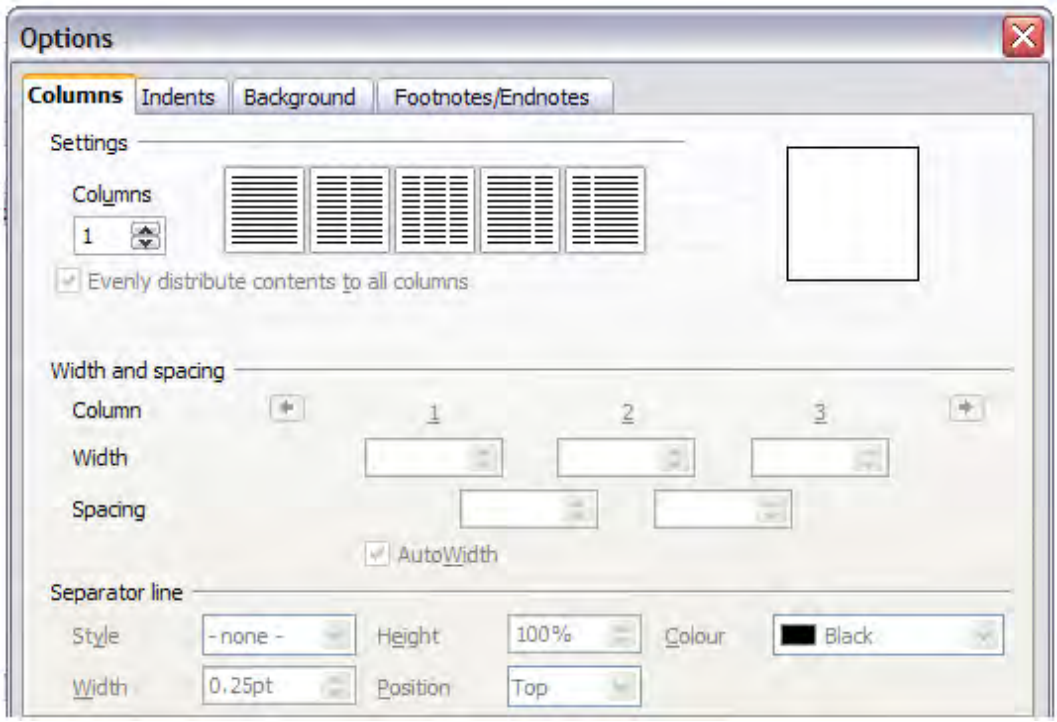



*Figure 139: Options dialog box for sections*

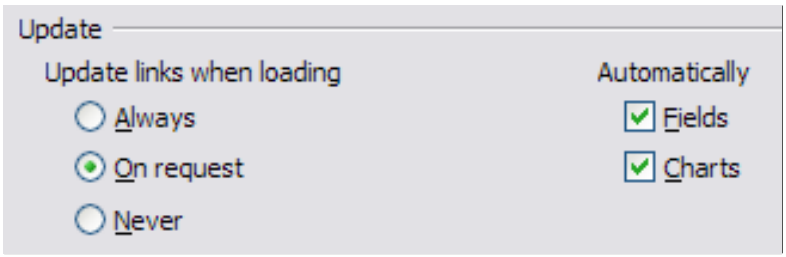
# Updating links

You can set Writer to update linked sections automatically, and you can also update links manually.

## Updating links automatically

To set Writer to update links without prompting you, or to turn off automatic updating, follow these steps:

1) Choose **Tools > Options > LibreOffice Writer > General**. The dialog box displays general text document settings.
2) In the *Update* area, under *Update links when loading*, select one of the following three options:



- Select **Always** if you want Writer to update links automatically, without prompting you, whenever you open a document that contains links.
- Select **On request** if you want Writer to prompt you before updating links.
- Select **Never** if you do not want Writer to update links.

3) Click **OK** to save your settings. The Options dialog box closes.

## Updating links manually

To update a link manually:

1) Open the document that contains the link.
2) Choose **Edit > Links**. The Edit Links dialog box opens.
3) The list in the Edit Links dialog box displays the names of all the files that are linked to the current document. Click the file that corresponds to the link that you want to update.
4) Click the **Update** button. The most recently saved contents of the linked file appear in the current document.
5) To close the Edit Links dialog box, click **Close**.

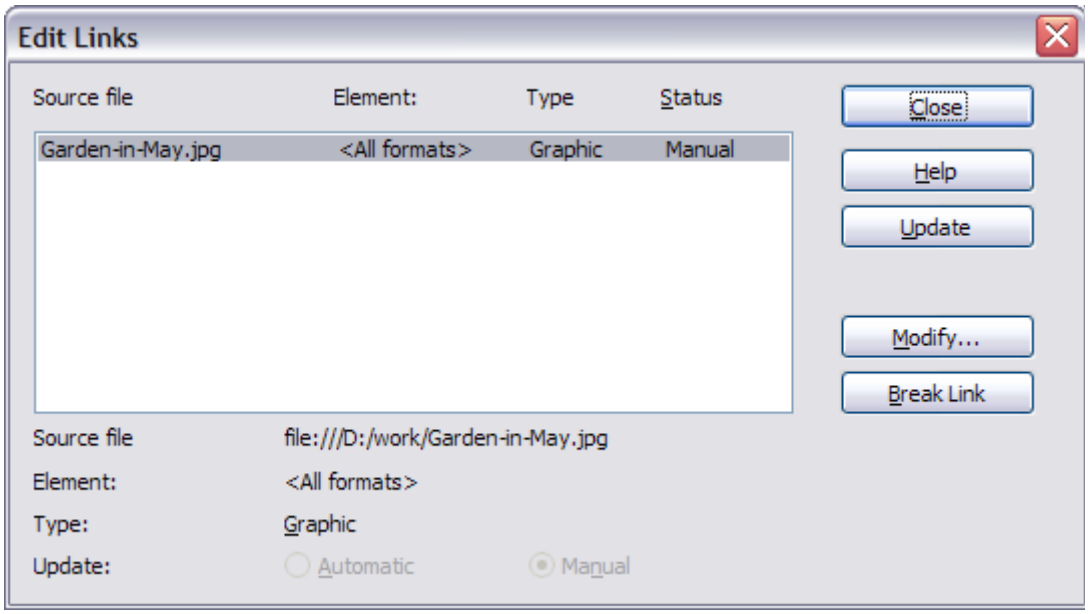



*Figure 140: Edit Links dialog box*

# Creating headers and footers

Headers are portions of a document that always appear at the top of a page; footers appear at the bottom of a page. Typically, headers display the title or chapter name of a document.

In LibreOffice, headers are specified by page styles; therefore, when inserted, all the pages with the same page style will display the same header. Chapter 7 describes how to format a header as part of the page style formatting. For the purpose of this example, we will insert a header in the *Default* pages using manual formatting.

Select from the main menu **Insert > Header > [Page Style]**. The submenu lists the page styles used in your document. In addition, the submenu includes the entry **All**, which activates headers on all the pages of the document regardless of their page style.

For our example, select the **Default** menu item to activate the headers only on the pages that use the *Default* page style. Similarly, to insert a footer, choose **Insert > Footer**.

| Caution | The **Insert** menu can also be used for *deleting* a preexisting header or footer for a page style. If that page style has a check mark in front of it, clicking on it opens a message box warning about this and asking whether you want to delete the header or footer for that particular page style. |
|---|---|

Depending on which option you choose, an area will appear at the top or bottom of the page. In this area you can enter text and graphics that will appear on every page.

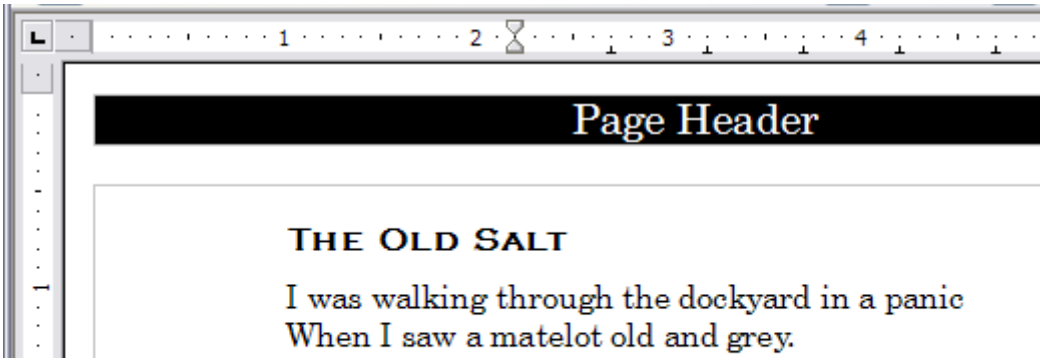



*Figure 141. A page with a page header*

Items such as document titles, chapter titles, and page numbers, which often go into headers and footers, are best added as fields. That way, if something changes, the headers and footers are all updated automatically.

Fields are covered in Chapter 14, Working with Fields, but one example here may be useful. To insert the document title into the header:

1) Select **File > Properties > Description**, enter a title for your document in the *Title* area, and click **OK** to close the dialog box.
2) Add a header (**Insert > Header > Default**).
3) Place the cursor in the header part of the page.
4) Select **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).
5) To change the title for the whole document, choose **File > Properties > Description**.

## Formatting headers and footers

In Writer headers and footers are considered paragraphs and therefore you can format the header or footer text using the same techniques you use for formatting text in the main body of the document.

| Tip | You can define styles for headers and footers so that you can quickly obtain a consistent formatting in case you use several page styles. Writer includes three predefined header styles and three footer styles: generic ones, for left pages, and for right pages. You can also add custom header and footer styles. |
|---|---|

## Portrait headers on landscape pages

When you define a header and footer on a landscape page, they will be aligned with the long side of the page. If your landscape pages are going to be inserted between portrait pages, you might want the headers and footers to be on the short sides of the landscape pages, so the final printed product looks like the contents of the landscape pages have been rotated 90 degrees on portrait pages.

You can set up portrait headers and footers on landscape pages by using a trick involving frames. These are a bit tedious to set up, but once you have done so, you can copy and paste them to other landscape pages. There does not appear to be a way to make this part of the landscape page style.

To set up portrait headers and footers on landscape pages:

1) Calculate the required margins so the text area of the landscape page is the same size as the text area on the portrait pages, taking into account the space for headers and footers on the portrait pages.

   For example, consider a book which uses the margins shown in the following table. The landscape right and left margins are 1 cm larger than the portrait top and bottom margins, respectively. This difference accounts for the extra space used by the portrait header and footer (0.5 cm for the height of the header or footer and a 0.5 cm gap between the header or footer and the main text).

| ***Portrait page (right page)*** | | ***Landscape page (right page)*** | |
|---|---|---|---|
| Top margin | 1.5 cm | Right margin | 2.5 cm |
| Bottom margin | 1.5 cm | Left margin | 2.5 cm |
| Left (inner) margin | 2.8 cm | Top margin | 2.8 cm |
| Right (outer) margin | 1.8 cm | Bottom margin | 1.8 cm |

2) Create the *Landscape* page style.
3) Measure the distance from the upper and left edges of the page to the upper left-hand corner of the space where you want the footer to appear. Measure the width and length of the space the footer will occupy (to match footers on portrait pages).

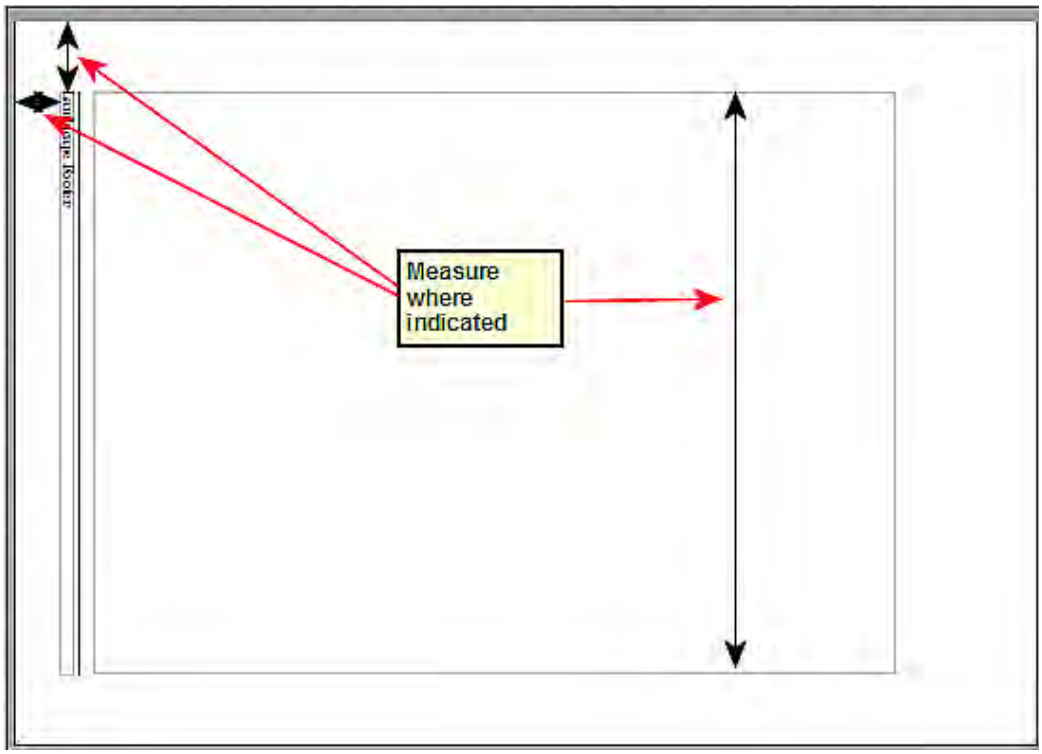



*Figure 142: Measuring the location and size of the footer frame*

4) In a blank paragraph in the text, type the footer text or insert fields such as the page number or the chapter number and name—to match the footer text and fields on the portrait pages. Assign the *Footer* style to this paragraph so the typeface, font size, and tab settings match those of the footers on the portrait pages.
5) Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog box, choose the *Position* tab and set *Rotation / scalin*g to **270 degrees** (counterclockwise). Click **OK**.

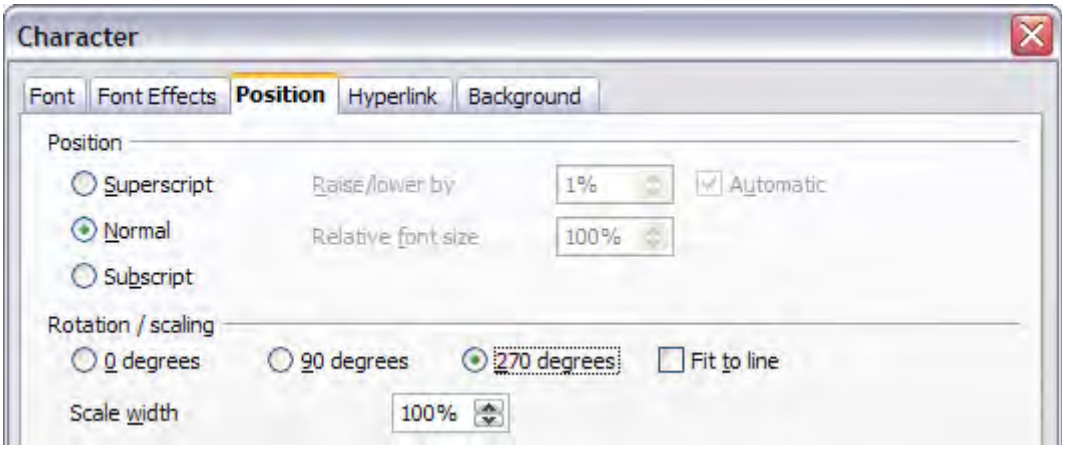



*Figure 143: Rotating the footer text 270 degrees*

6) With the text still selected, choose **Insert > Frame**. In the Frame dialog box, choose the *Type* tab and enter the width, height, and horizontal and vertical position for the footer.

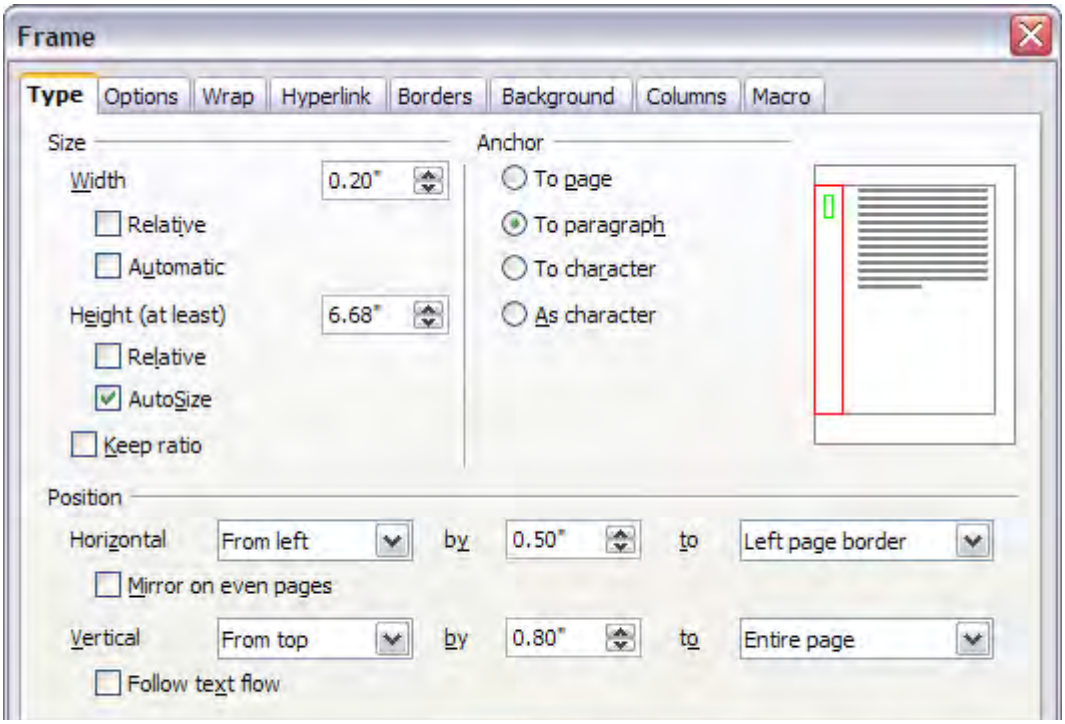



*Figure 144: Defining the size and position of the footer frame*

7) If your footer has a line above the text, as in this book, on the *Borders* page, select a right border and specify the line width and spacing to the frame's contents.
8) Click **OK** to save these settings. The footer should now appear in the required position and orientation.

Repeat these steps (using appropriate measurements) to set up a portrait header on the landscape page.

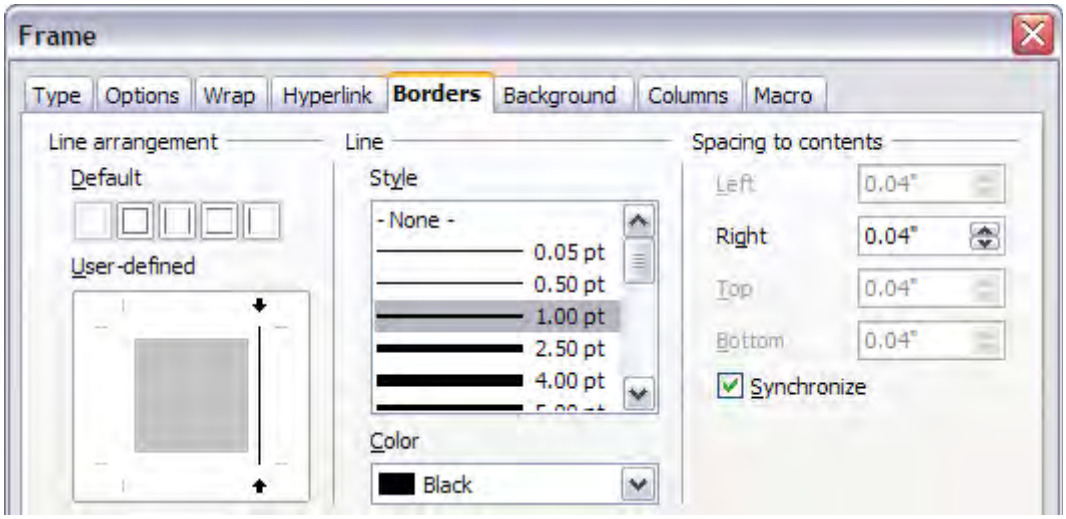



*Figure 145: Specifying the border position, line width, and spacing to contents*

# Numbering pages

This section describes techniques to insert page numbers and related information in a document. Some basic knowledge of page styles, which are fully described in chapters 6 and 7, may be needed to follow some of the examples given.

## Preliminaries: fields

LibreOffice uses *fields* to manage page numbers. To insert a page number field, position the cursor where you want to insert the number and choose **Insert > Fields > Page Number**. The page number appears with a gray background. The gray background denotes a field; although it is visible on screen, it is not printed.

| Tip | If you wish to turn off the gray background, choose **View > Field Shadings** (or press *Ctrl+F8)*. |
|---|---|

The page number field always displays the page number for the page where it is placed. If you see the words “Page number” instead of a number, press *Ctrl+F9*. This shortcut key toggles LibreOffice between displaying the field’s *contents* (what the field is for) and the field’s *results* (what the field creates).

| Note | For a full introduction to fields, see Chapter 14, Working with Fields. |
|---|---|

## Preliminaries: insert and format a header

For the purpose of this example, we will insert a header in the Default page style pages using manual formatting. See “Creating headers and footers” on page 132.

## Simple page numbering

The simplest case is to have the page number at the top of every page and nothing more. To do this, put the cursor on the header and select **Insert > Fields > Page Number**.

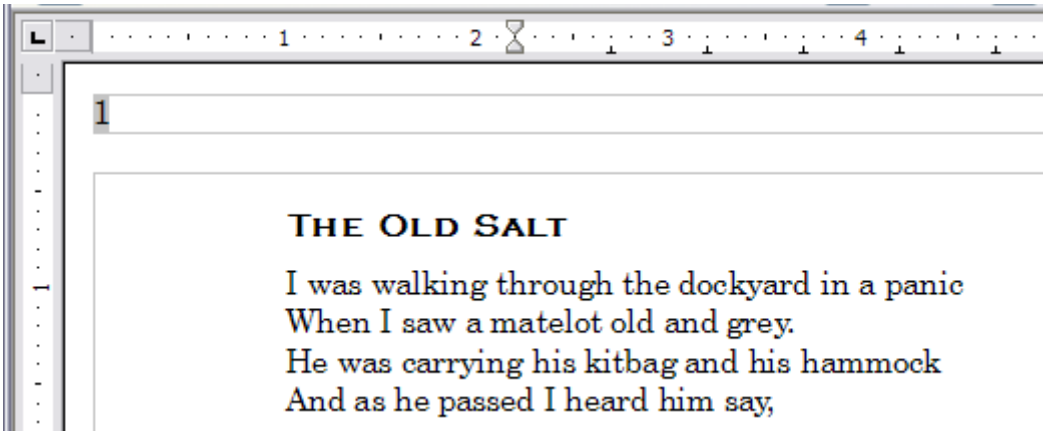

1
THE OLD SALT
I was walking through the dockyard in a panic
When I saw a matelot old and grey.
He was carrying his kitbag and his hammock
And as he passed I heard him say,

*Figure 146: Page number inserted in the header*

Now the correct page number appears on every page.

## Combining header text and page number

There are a lot of interesting variations that you can apply without further knowledge of page styles. Here are some suggestions:

- Right-align the header to make the page number appear on the top-right.
- Type the word **page** before the page number field so the header reads **page 1, page 2**, and so on. This also requires using the *Page Number* field, discussed earlier (page 136).
- Add the document title so the header reads, for example: **Peter's Favourite Poems**, left justified, and **page x** with right justification, where x is the value of the *Page Number* field. Consider using a (right-aligned) tab to separate the title from the page number.
- LibreOffice also has a *Page Count* field (**Insert > Fields > Page Count**). Using it, you could, for example, have a header that reads **page 2 of 12**.

These variations are all illustrated in Figure 147.

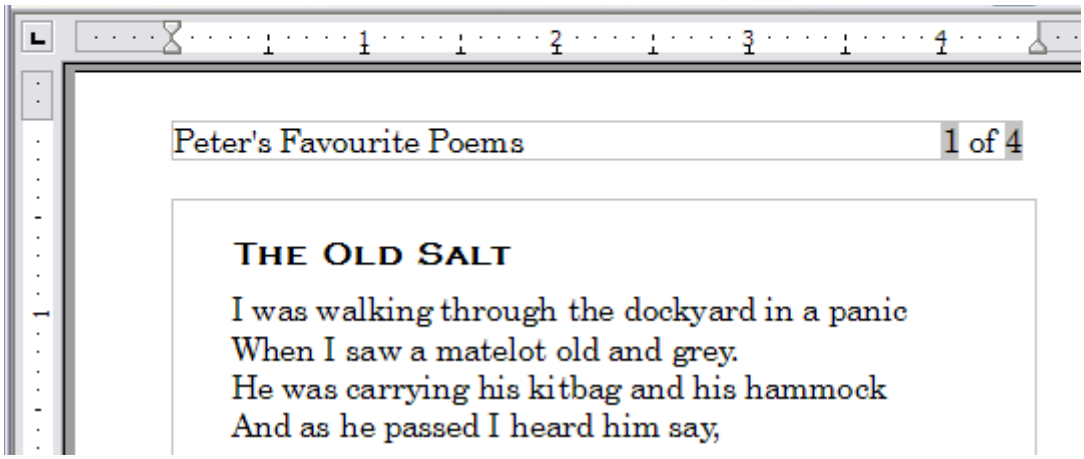

Peter's Favourite Poems 1 of 4
THE OLD SALT
I was walking through the dockyard in a panic
When I saw a matelot old and grey.
He was carrying his kitbag and his hammock
And as he passed I heard him say,

*Figure 147: Variations on the simple page numbering method*

## Changing the number format

Many more variations are possible. For example, you can set the page number to display in Roman numerals. To do that, you could double-click on the page number and select the desired format; however, a better choice is to specify the format of numbers in the page style as explained here.

In the Styles and Formatting window (press *F11* if not already displayed) select the **Page Styles** icon and right-click on the highlighted entry for the current style. Select **Modify**, which opens the Page Style dialog box.

On the Page page of the Page Style dialog box, in the *Layout settings* section, select **i, ii, iii, ...** from the *Format* drop-down list.

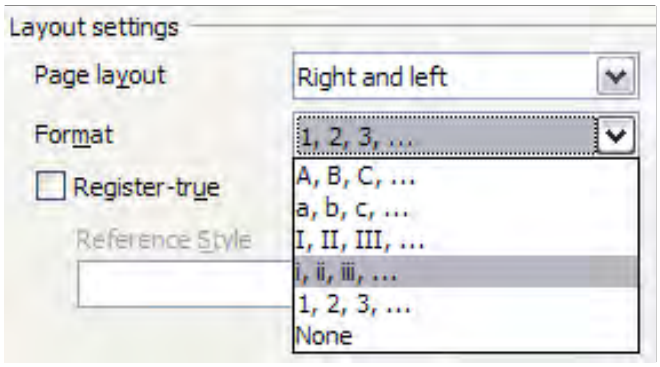



*Figure 148: Changing format of page numbers*

## Numbering the first page something other than 1

Sometimes you may want to start a document with a page number greater than 1. For example, you may be writing a book, with each chapter in a separate file. Chapter 1 may start with page 1, but Chapter 2 could begin with page 25 and Chapter 3 with page 51.

Follow these instructions to start the page numbering in a document at a number greater than 1. (These instructions are for a page number in a footer, but you could use a header instead.)

| Tip | Do not set a starting page number that is an even number because you will end up with a blank page before the first page when you print the file or export it as a PDF. |
|---|---|

1) Choose **Insert > Footer > [page style]** to activate the footer. (If the page style is already selected in the Footer menu, point to it and click **OK** in the dialog box that appears. Then point to that page style again to select it.)
2) The cursor is now in the footer. To insert the page number, choose **Insert > Fields > Page Number**. The page number will be **1**.
3) Click in the first paragraph in the text area or type a paragraph of text.
4) Choose **Format > Paragraph** (or right-click and choose **Paragraph** from the pop-up menu) to display the Paragraph dialog box.
5) On the *Text Flow* page, in the *Breaks* section, select **Insert** and select **Page** in the *Type* drop-down list. Select **With Page Style** and the page style you are using for the first page of the document.
6) The *Page number* field is now active. Type the page number you want to start with. Click **OK** to close the Paragraph dialog box.

## Numbering pages by chapter

Technical documents often include the chapter number with the page number in the header or footer. For example, 1-1, 1-2, 1-3, ...; 2-1, 2-2, 2-3, ...

To set up this type of page numbering in LibreOffice, you need to do three things:

1) Ensure that your chapter titles are all identified by the same paragraph style, for example, the Heading1 style.
2) Use **Tools > Outline Numbering** to tell LibreOffice what paragraph style you are using for Level 1 in your outline, and specify “1,2,3” in the Number box.

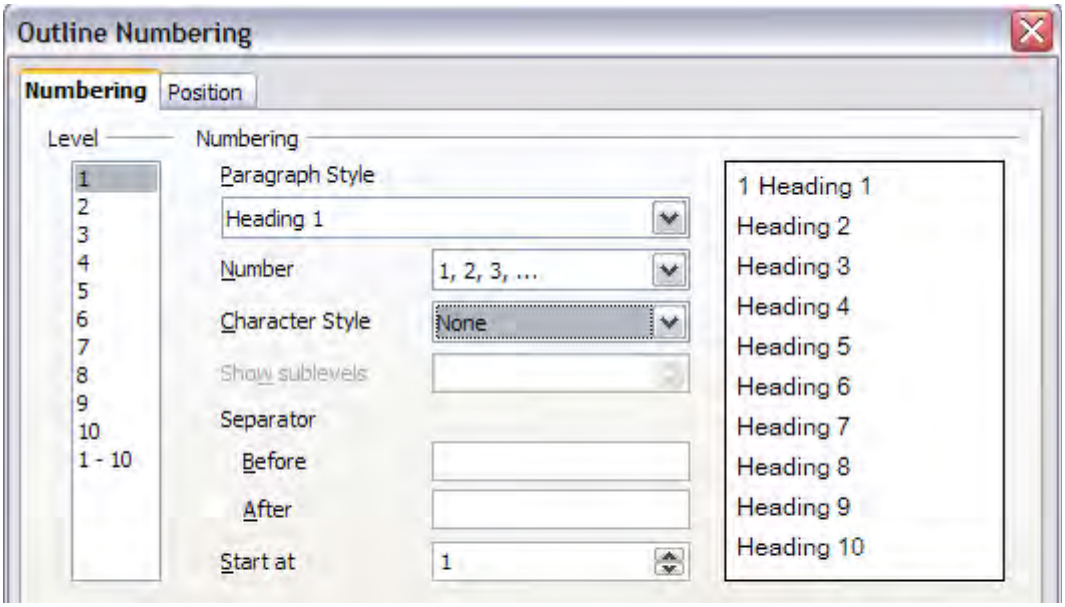



*Figure 149: Specifying paragraph style and numbering for chapter titles*

3) Insert the chapter number in your document. To do this:
   a) Place the cursor in the header or footer just before the page number you inserted earlier, and choose **Insert > Fields > Other** from the menu bar.
   b) On the Fields dialog, go to the *Document* page. Select **Chapter** in the *Type* list, **Chapter number** in the *Format* list, and **1** in the *Layer* box. Click **Insert**.

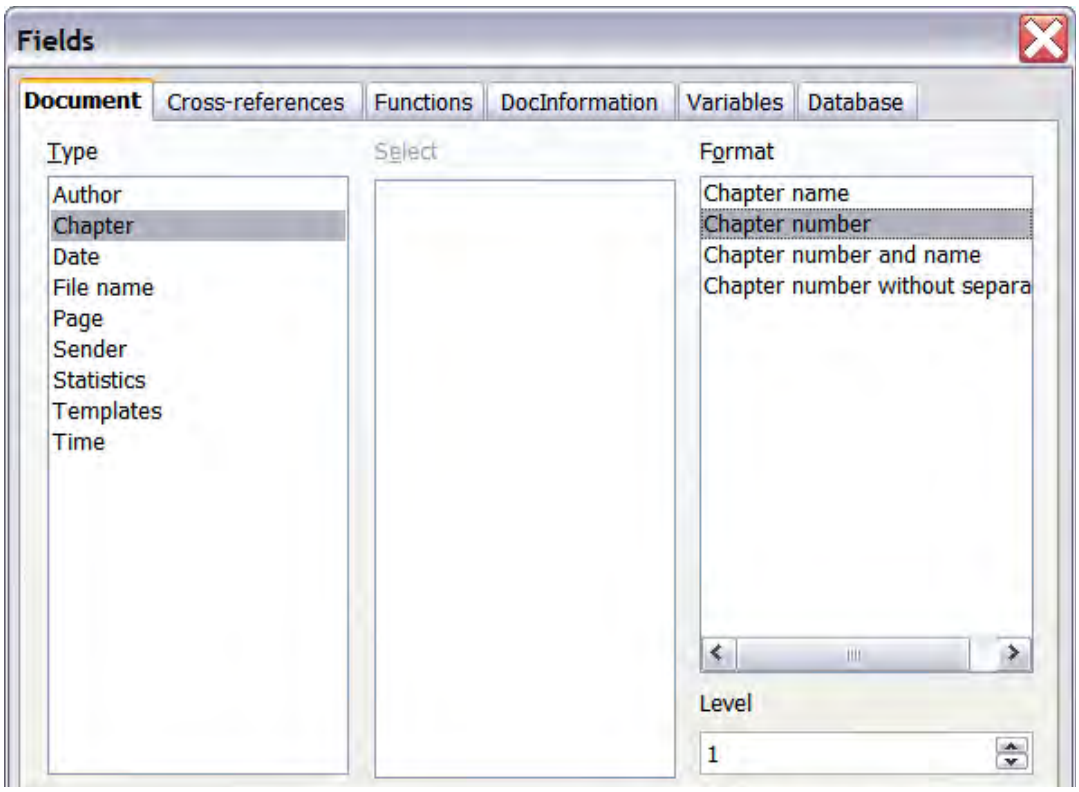



*Figure 150: Inserting a chapter number field*

c) Type a hyphen or other punctuation between the chapter number and the page number.

For more information, see “Choosing paragraph styles for outline levels” and “Including chapter or section information in page headers” in Chapter 7, Working with Styles.

## Restarting page numbering

Often you will want to restart the page numbering at 1, for example, on the page following a title page or a table of contents. In addition, many documents have the *front matter* (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1.

You can restart page numbering in two ways.

**Method 1:**

1) Place the cursor in the first paragraph of the new page.
2) Choose **Format > Paragraph**.
3) On the *Text Flow* page of the Paragraph dialog box (Figure 112 on page 112), select **Insert** in the *Breaks* area.
4) In the *Type* drop-down list, select **Page**.
5) In the *Position* drop-down list, select **Before** or **After** to position where you want to insert the page break.
6) Select **With Page Style** and specify the page style to use.
7) Specify the page number to start from and then click **OK**.

**Method 2:**

1) Place the cursor in the first paragraph of the new page.
2) Choose **Insert > Manual break**.
3) **Page break** is the default selected on the Insert Break dialog box.

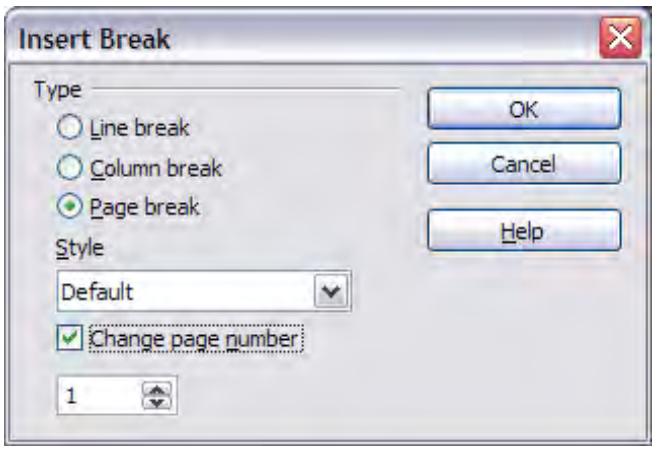



*Figure 151: Restarting page numbering after a manual page break*

4) Choose the required page in the *Style* drop-down list.
5) Select **Change page number**.
6) Specify the page number to start from and then click **OK**.

### *Example: Restart page numbering: a preface*

A standard preface has the following properties:

- Page numbers are displayed in Roman numerals (i, ii, iii, iv, …).
- After the preface, the document starts on a *Default* page.
- The page number resets to 1, and the number format becomes Arabic (1, 2, 3, 4, …).

Resetting the page number requires page breaks.

First, let's get the preliminary work done for the *Preface* style:

1) Create a new page style and name it **`Preface`**.
2) Set its *Next Style* to **Preface** because a preface could span multiple pages.
3) Add a header to *Preface* and insert the *Page Number* field. Make the page numbers display as Roman numerals (i, ii, iii, iv, …):
   a) Open the page style window for *Preface* (if not already open) and click the **Header** tab. Select **Header on** under *Header*.
   b) Click the **Page** tab. Under *Layout settings*, in the *Format* drop-down list, set the format to **i, ii, iii, …**. Click **OK** to close the dialog box.

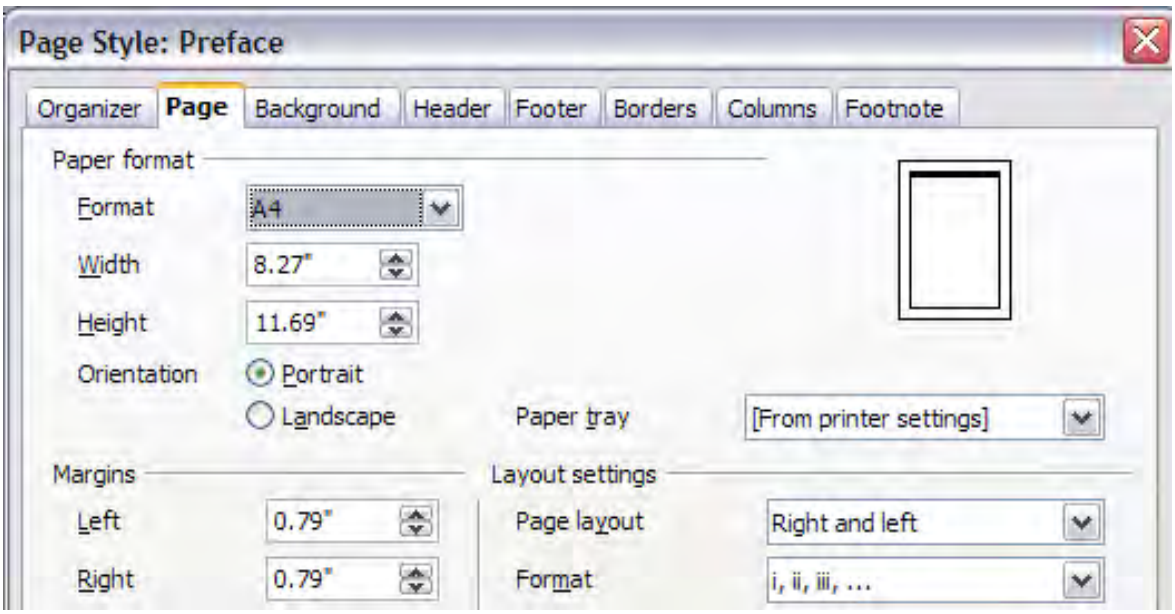



*Figure 152. Set page number format to Roman numerals.*

After the preface is written, we are ready to restart the page numbering in the main body of the document to Arabic numerals. Follow these steps:

1) Make an empty paragraph at the very end of the preface.
2) Put the cursor on the blank line.
3) Choose **Insert > Manual Break**.
4) Select **Page break** and choose the *Default* style.
5) Select the **Change page number** option and set the new value to **1**. Click **OK** to close the dialog box.

These settings are shown in Figure 153.

| **Note** | You cannot assign an odd page number to a left page or an even page number to a right page. LibreOffice strongly adheres to the convention that odd page numbers go on right-hand pages and even page numbers on left-hand pages. |
|---|---|

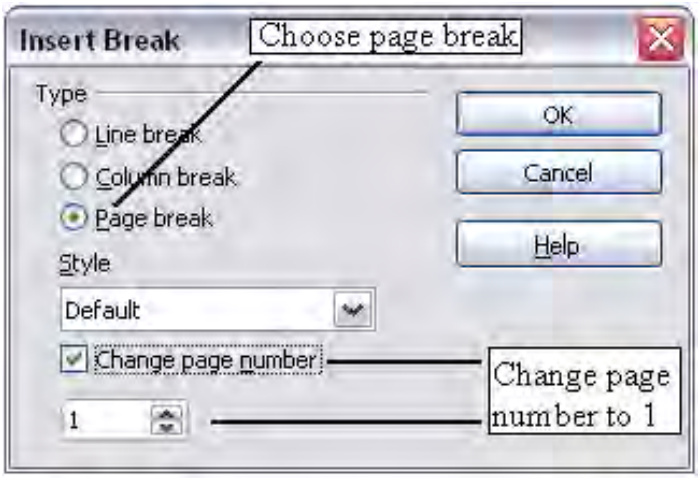



*Figure 153: Set the new page number to 1 and the page style to Default.*

This change is also reflected on the status bar. The *Page* section of the status bar now includes both the total page count and the entry of the page number field.

*Figure 154: Page number in the status bar*

## Problems with restarting page numbering

Restarting page numbering may lead to two problems.

- The *Statistics* page in the document's **Properties** (**File > Properties**) always displays the total number of pages in the document, which may not be what you want to appear in the *Page Count* field.
- When page numbering is restarted, LibreOffice always makes odd-numbered pages to be on the right and even-numbered pages to be on the left. It does this by inserting a blank page, if necessary. Sometimes this blank page is not desired, particularly when creating PDFs or when printing single sided.

### *Solving the page count problem*

Suppose you know exactly how many pages are not to be included in the page count. (You want one page to be excluded in the page count for the following example.)

Instead of inserting a *Page Count* field, you can do the following:

1) Position the cursor where you want the page count to appear.
2) Press *F2* to open the formula bar, just above the horizontal ruler in the main Writer window (see Figure 155).
3) After the equal sign, type **`page -1`**. If you want to exclude several pages, substitute the number of excluded pages for 1 in the formula.
4) Press *Enter* to close the formula bar and insert the resulting field into the document.

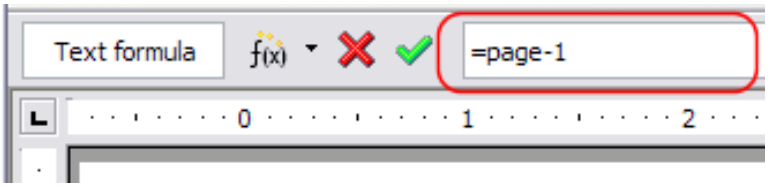



*Figure 155: Formula bar*

If you do not know the total number of pages in advance, then one approach is to create a bookmark on the last page and then insert a cross reference to it.

To create a bookmark on the last page:

1) Go to the last page (*Ctrl+End*).
2) Choose **Insert > Bookmark**.
3) In the Insert Bookmark dialog box, type a name for the bookmark, for example **`LastPage`**. Click **OK**.

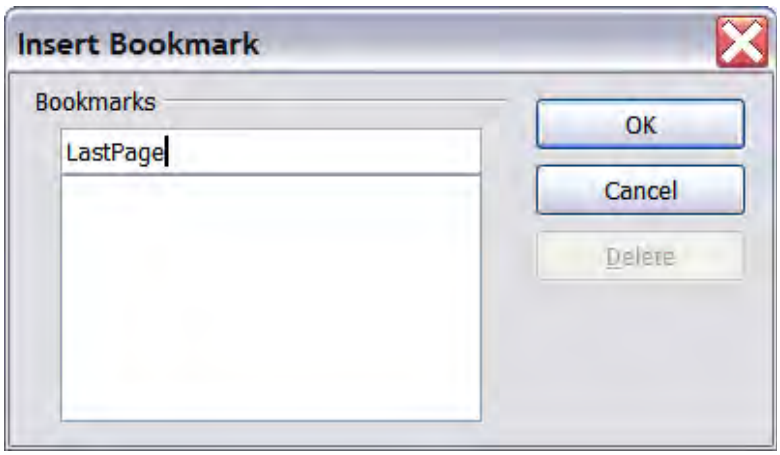



*Figure 156: Inserting a bookmark*

To insert a cross-reference to the last page in the header or footer where you want to refer to the total number of pages:

1) Position the cursor at the desired location—for example after the space added after **of** in the header or footer, as in **page xx of yy**.
2) Choose **Insert > Cross-reference**.
3) On the *Cross-references* page of the Fields dialog box, select **Bookmarks** in the *Type* column and **LastPage** in the *Selection* column. **LastPage** now appears in the *Name* box.
4) In the *Insert Reference to* box, select **As page style**. Click **Insert**.

| **Note** | Do not delete the bookmark at the end of the document. If you do, the cross-reference will not work.<br>If a field, such as a cross-reference, does not automatically update, select the text containing the field and press *F9*. |
|---|---|

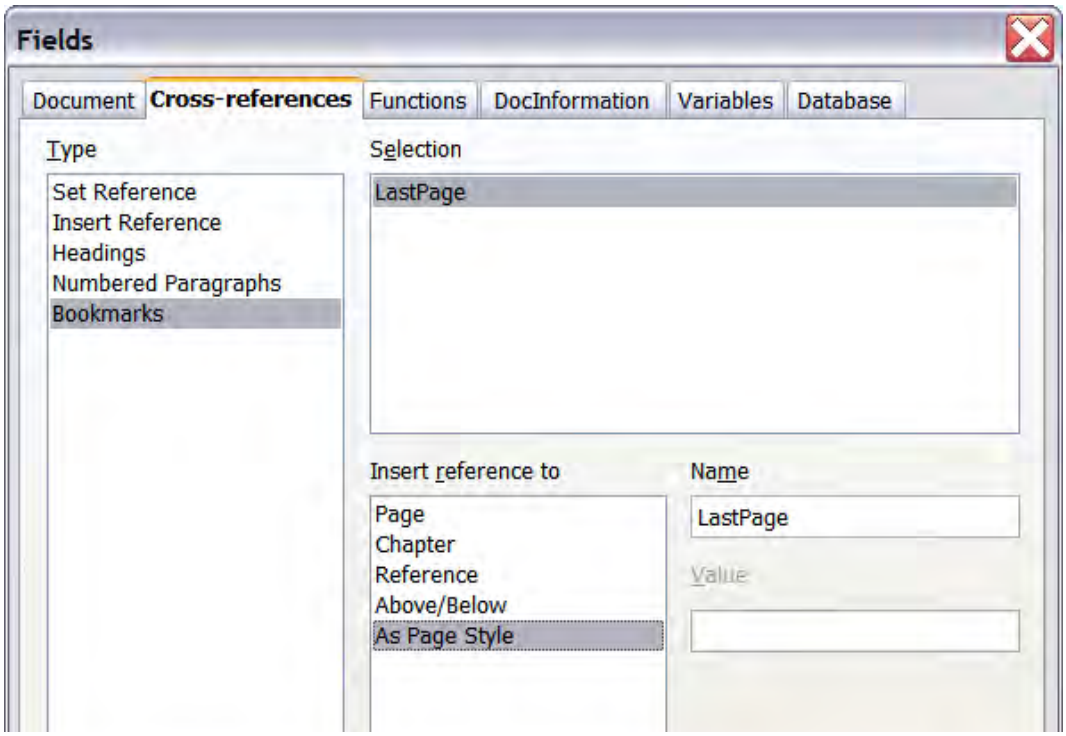



*Figure 157: Inserting a cross-reference to a bookmark on the last page of a document*

### Numbering portrait and landscape pages

To create page numbers on portrait and landscape pages in the same place and orientation:

1) Refer to “Portrait headers on landscape pages” on page 133 to create a landscape page style and landscape header or footer styles. When creating the page style, select the **Use dynamic spacing** option in the *Spacing* area in the *Header* or *Footer* pages of the Page Style dialog box.
2) Insert the page break and choose the landscape page style; do not change the page numbering.
3) In the relevant header or footer, insert the page number field (**Insert > Fields > Page Number**).

## Defining borders and backgrounds

You can apply borders and backgrounds to many elements in Writer. Paragraphs, pages, frames, sections, page styles, paragraph styles, and frame styles can include both borders and backgrounds; character styles, tables of contents, and indexes can include backgrounds only.

The dialog box pages for borders and backgrounds are similar in each case. To illustrate their use, we will define a border and background for a text frame.

| Tip | Page backgrounds fill only the area within the margins, including the header or footer (if any). To extend the background color or graphic into the margins, you need to define a frame of appropriate size and position, anchor it to the page or a paragraph, and send it to the background. For more about anchoring frames, see Chapter 8, Working with Graphics. |
|---|---|

### Adding a border

To begin, select the frame, right-click, and choose Frame from the pop-up menu. Choose the *Borders* tab.

Borders have three components: where they go, what they look like, and how much space is left around them.

- *Line arrangement* specifies where the borders go. Writer provides five default arrangements but you can just as easily click on the line you want to customize in the *User-defined* area to get exactly what you want. Each line can be individually formatted.
- *Line* specifies what the border looks like: the style and color. There are a number of different styles and colors to choose from. The Line Style and Color will apply to those borders highlighted by a pair of black arrows in the User-defined map on the left hand side of the dialog box.
- *Spacing to contents* specifies how much space to leave between the border and the contents of the element. Spaces can be specified to the left, right, above, and below. Check **Synchronize** to have the same spacing for all four sides. This spacing is like a padding and it is not factored in when calculating the text measurements.
- *Shadow style* properties always apply to the whole element. A shadow has three components: where it is, how far from the element it is cast, and what color it is.

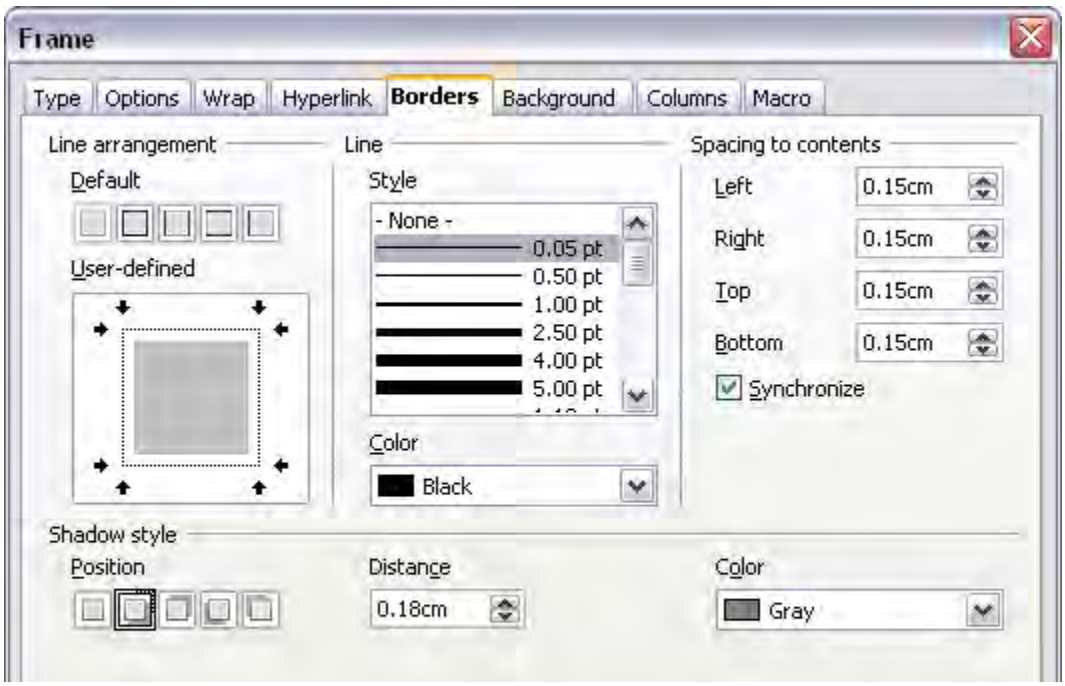



*Figure 158: Frame dialog box: Borders page*

## Adding color to the background

In the Frame dialog box, choose the Background page. Here you can add color or a graphic.

To add color to the background, select from the color grid. You can adjust the transparency of the color to make any text easier to read.

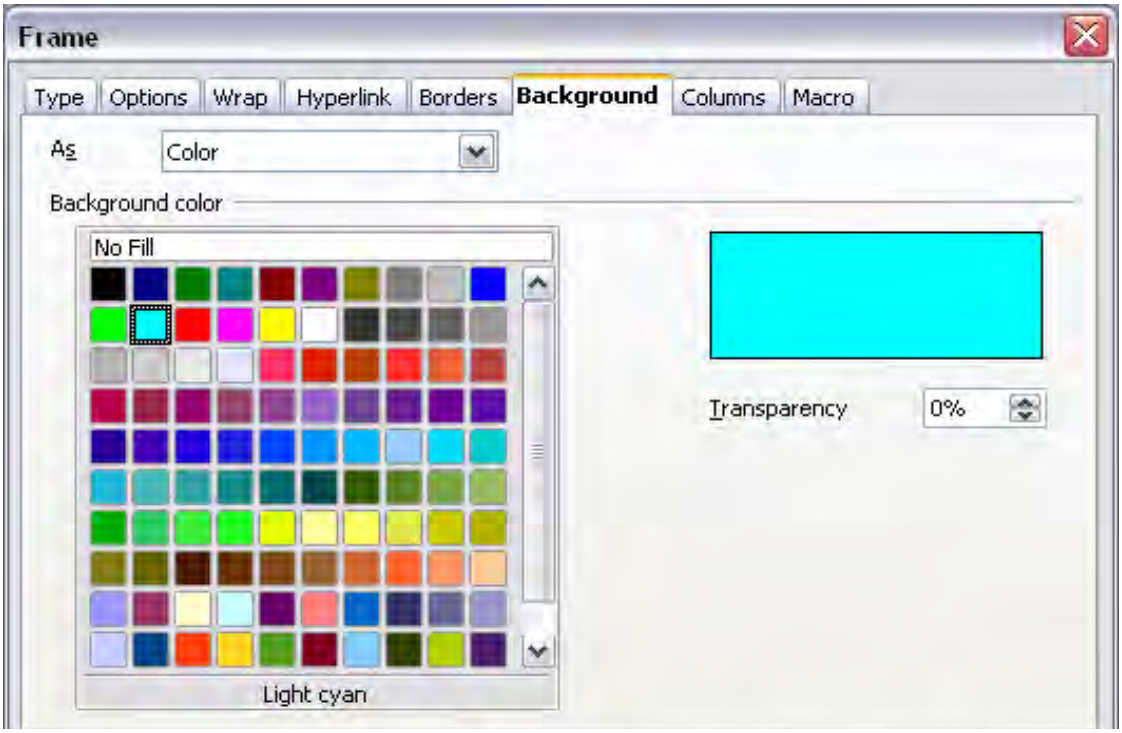



*Figure 159: Frame dialog box: Background page showing color choices*

## Adding a graphic to the background

To add a graphic to the background:

1) From the *As* drop-down list on the Background page, select **Graphic.** The page now displays the graphics options, as shown in Figure 160.
2) Click the **Browse** button. The Find Graphics dialog box opens.
3) Find the file you want and then click the **Open** button. The Find Graphics dialog box closes and the selected graphic appears in the preview box on the right-hand side of the *Background* tab. (If you do not see the graphic, select the **Preview** option.)
4) To embed the graphic in your document, deselect **Link**. To link the graphic to the document but not embed it, select **Link**. For more about linking graphics, see Chapter 8, Working with Graphics.
5) In the *Type* area, choose how you want the background graphic to appear:
   a) To position the graphic in a specific location, select **Position** and then click the desired location in the position grid.
   b) To stretch the graphic to fill the entire background area, select **Area**.
   c) To repeat the graphic across the entire background area, select **Tile**.
6) In the *Transparency* area, you can adjust the transparency of the graphic. This adjustment is often necessary to make any text easier to read.

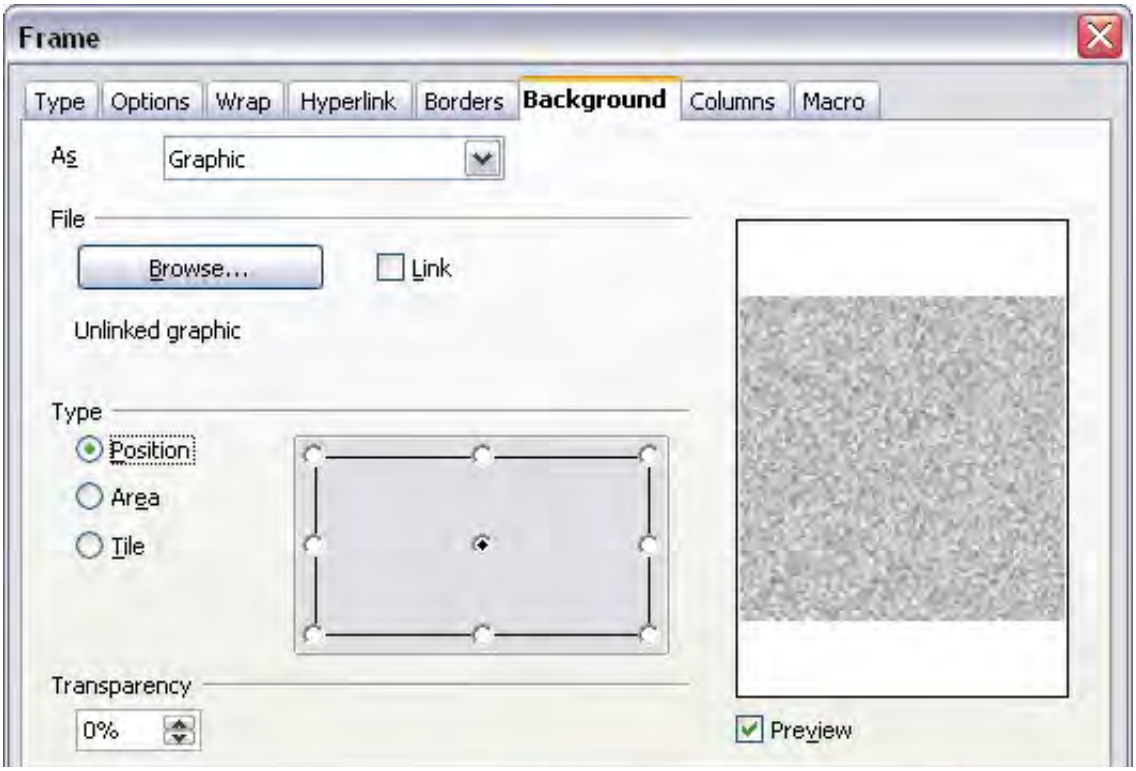



*Figure 160: Graphic options on the Background page of the Frame dialog box*

## Deleting color or graphics from the background

To delete color or graphics from the background:

1) From the *As* drop-down list, select **Color**.
2) Click **No Fill** on the color grid.

LibreOffice
The Document Foundation

# *Chapter 5*
# *Printing, Exporting, Faxing, and E-Mailing*

## Quick printing

Click the **Print File Directly** icon to send the entire document to the default printer defined for your computer.

| Note | You can change the action of the **Print File Directly** icon to send the document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option. |
|---|---|

## Controlling printing

| Note for Mac users | If you prefer to use the standard Mac Print dialog boxes, deselect the **Print dialogs – Use LibreOffice dialogs** option in **LibreOffice > Preferences > General**.<br>This book uses the LibreOffice Print dialog boxes in illustrations. |
|---|---|

For more control over printing, use the Print dialog box (**File > Print** or *Ctrl+P*).

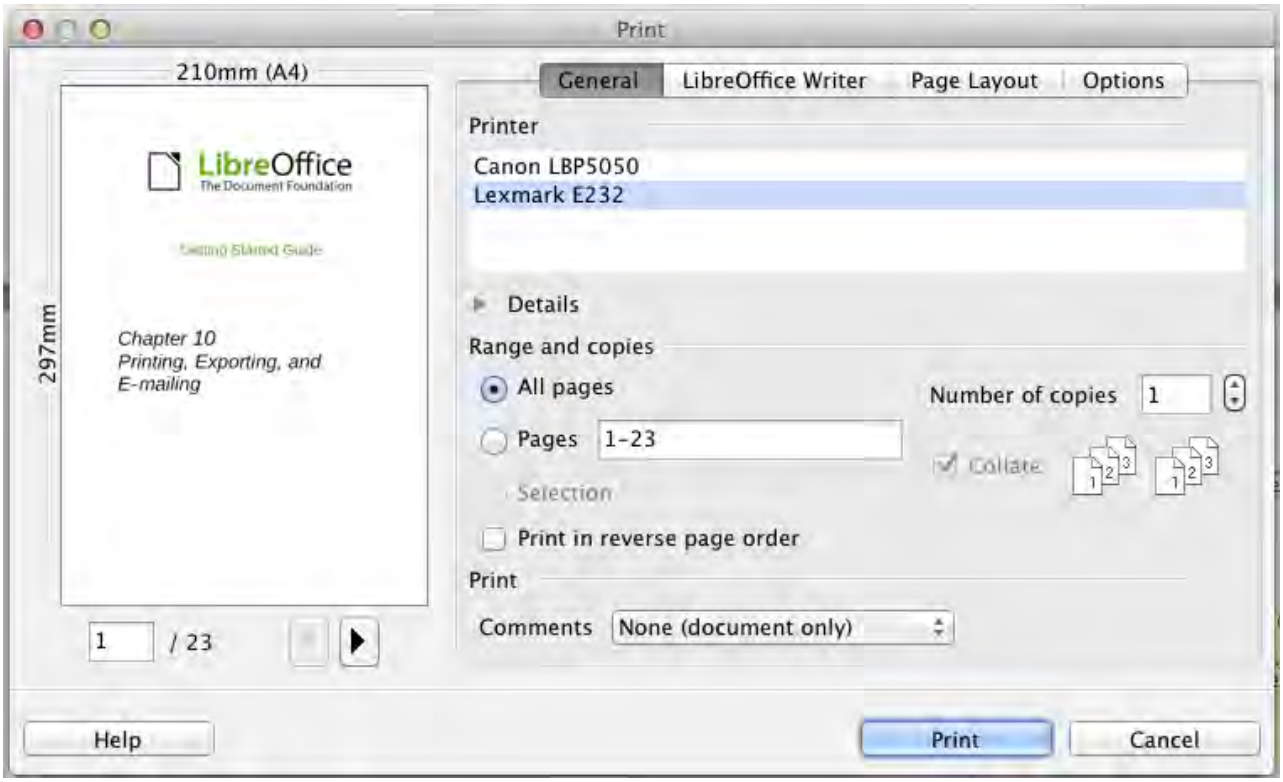



*Figure 161: The Print dialog box*

| Note | The options selected on the Print dialog box apply to this printing of this document only.<br>To specify default printing settings for LibreOffice, go to **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Writer > Print**. See Chapter 2, Setting Up Writer, for more details. |
|---|---|

The Print dialog box has four tabs, from which you can choose a range of options, as described in the following sections.

## Selecting general printing options for a document

On the *General* tab of the Print dialog box, you can choose:

- The **printer** (from the printers available)
- Which **pages** to print, the number of copies to print, and whether to collate multiple copies (*Range and copies* section)
- Whether to print any **comments** that are in the document, and where to print the comments.

Some selections may not be available all the time. For example, if the document contains no comments, the Print – Comments drop-down list does not work.

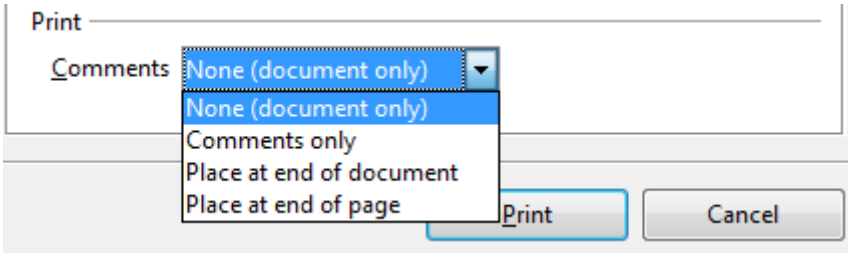



*Figure 162: Choosing whether and where to print comments*

Click the **Properties** button to display a dialog box where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

On the *Options* tab of the Print dialog box, you can choose various other options for printing.

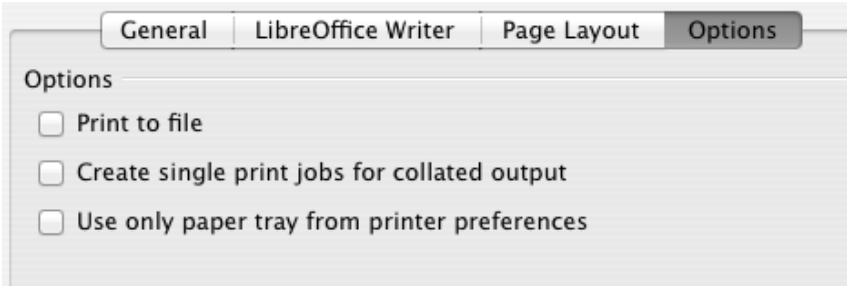



*Figure 163: General print options*

## Printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this:

1) In the Print dialog box, select the *Page Layout* tab (Figure 164).

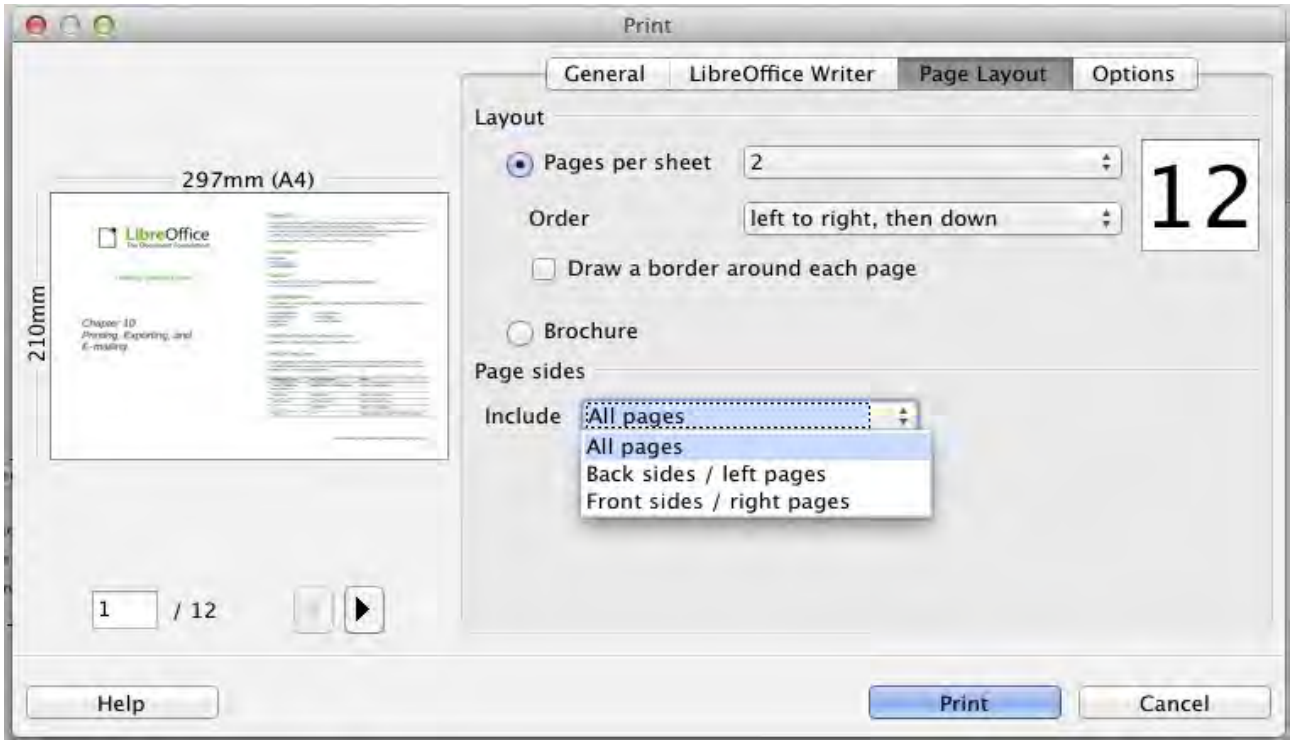
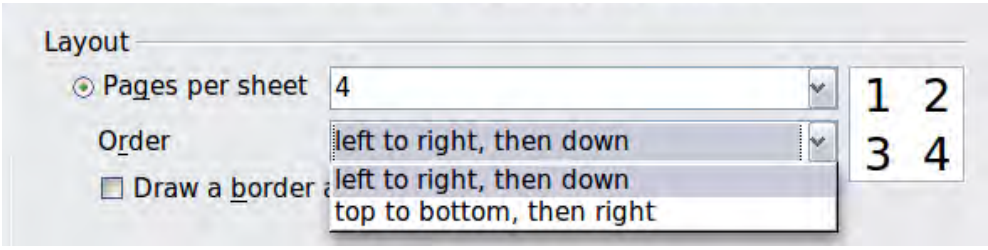
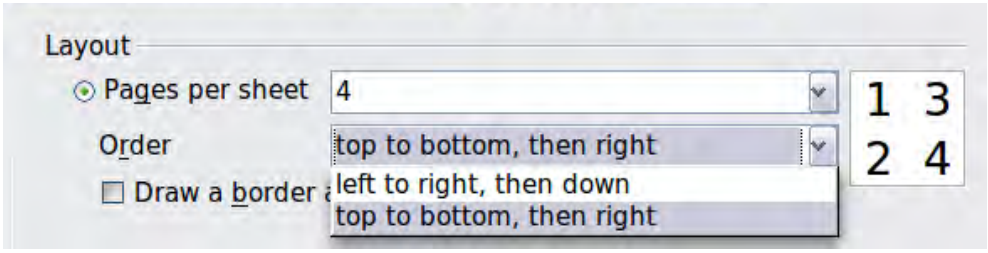



*Figure 164: Printing multiple page per sheet of paper*

2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog box shows how the printed document will look.

   When printing more than 2 pages per sheet, you can choose the order in which they are printing across and down the paper. The two pictures below show the difference.




3) In the *Page sides* section, select whether to print all pages or only some pages.
4) Click the **Print** button.

| **Tip** | To print two pages per sheet in “facing pages” (book layout) style, print from Print Preview instead. See page 155. |
|---|---|

## Selecting what to print

In addition to printing a full document, you can choose to print individual pages, ranges of pages, or a selection of a document, as described in this section.

Printing an individual page:

1) Choose **File > Print** from the menu bar.
2) On the Print dialog box, select the page to print.
   a) In the *Ranges and copies* section of the General page, select the *Pages* option.
   b) Enter the *sequence number* of the page you want to print. This may differ from the page number if you have restarted page numbering within the document. The preview box changes to show the selected page.
3) Click the **Print** button.

Printing a range of pages:

1) Choose **File > Print** from the menu bar.
2) On the Print dialog box, select the range of pages to print.
   a) In the *Ranges and copies* section of the General page, select the *Pages* option.
   b) Enter the sequence numbers of the pages to print (for example, 1–4 or 1,3,7,11).
3) Click the **Print** button.

Printing a selection of text:

1) In the document, select the material (text and graphics) to print.
2) Choose **File > Print** from the menu bar.
3) The *Ranges and copies* section of the Print dialog box now includes a *Selection* option and the preview box shows the selected material. See Figure 165.
4) Click the **Print** button.

## Printing a brochure

In Writer, Impress, and Draw, you can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

| **Tip** | Plan your document so it will look good when printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment. |
|---|---|

To print a brochure on a single-sided printer:

1) Choose **File > Print**.
2) In the Print dialog box, click **Properties**.
3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog box.
4) Select the *Page layout* tab in the Print dialog box.
5) Select the **Brochure** option.
6) In the *Page sides* section, select *Back sides / left pages* option from the Include drop-down list. (See Figure 166.)
7) Click the **Print** button.

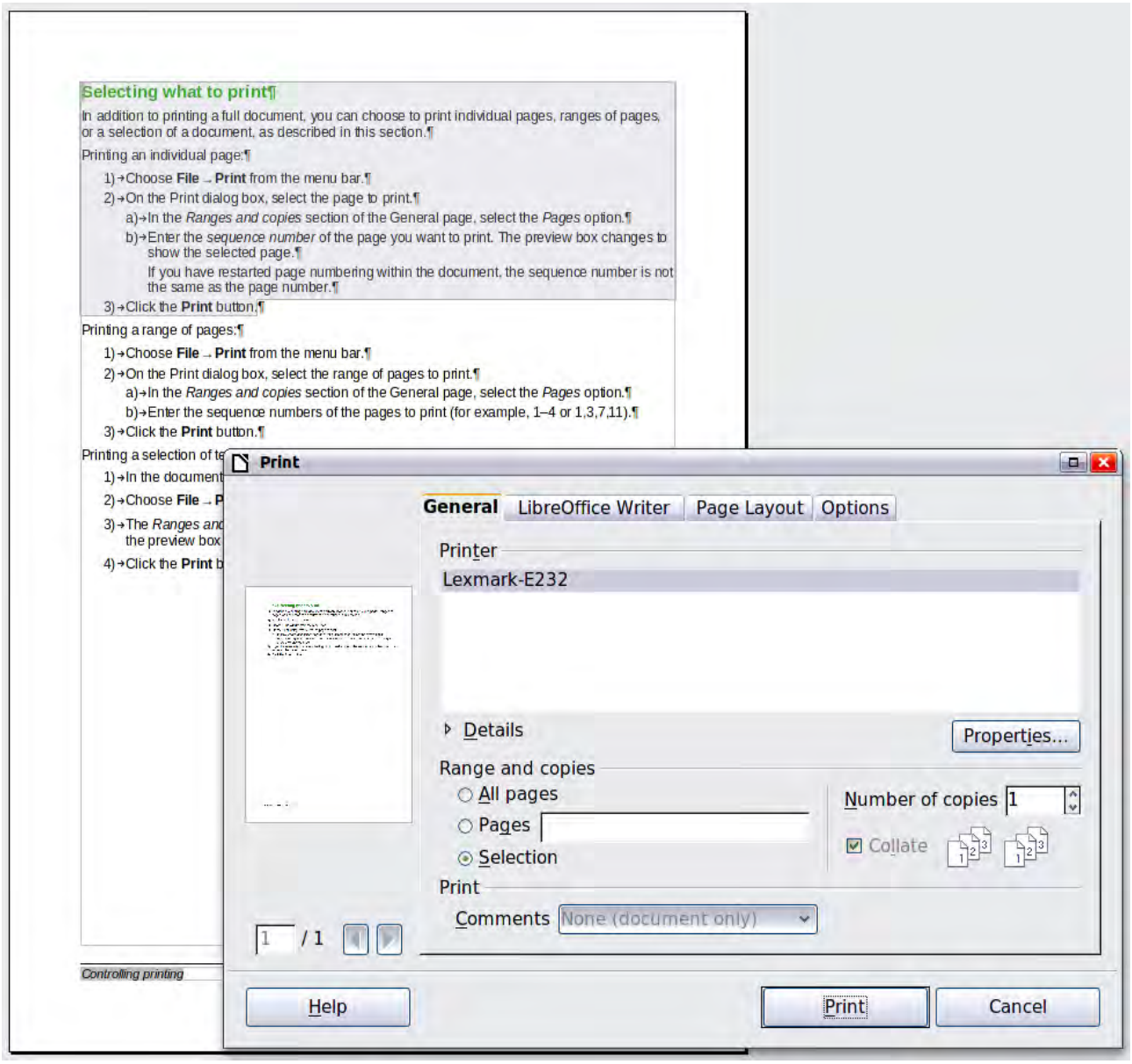

Selecting what to print
In addition to printing a full document, you can choose to print individual pages, ranges of pages, or a selection of a document, as described in this section.
Printing an individual page:
1) Choose File → Print from the menu bar.
2) On the Print dialog box, select the page to print.
a) In the Ranges and copies section of the General page, select the Pages option.
b) Enter the sequence number of the page you want to print. The preview box changes to show the selected page.
If you have restarted page numbering within the document, the sequence number is not the same as the page number.
3) Click the Print button.
Printing a range of pages:
1) Choose File → Print from the menu bar.
2) On the Print dialog box, select the range of pages to print.
a) In the Ranges and copies section of the General page, select the Pages option.
b) Enter the sequence numbers of the pages to print (for example, 1–4 or 1,3,7,11).
3) Click the Print button.
Controlling printing
Print
General
LibreOffice Writer
Page Layout
Options
Printer
Lexmark-E232
Details
Properties...
Range and copies
All pages
Pages
Selection
Number of copies
1
Collate
Print
Comments
None (document only)
1 / 1
Help
Print
Cancel

*Figure 165: Printing a selection of text*

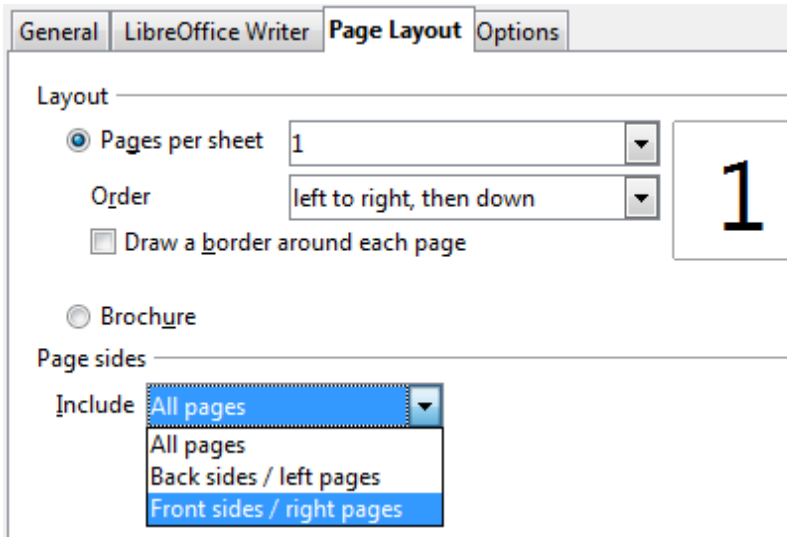



*Figure 166: Selecting which pages to print*

8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
8) On the Print dialog box, in the *Page sides* section, select *Front sides / right pages* option from the Include drop down box.
9) Click the **Print** button.

| Tip | If your printer can print double-sided automatically, choose **All pages**. |
|---|---|

## Printing in black and white (on a color printer)

You may wish to print documents in black and white on a color printer. Several choices are available. Please note that some color printers may print in color regardless of the settings you choose.

Change the printer settings to print in black and white or grayscale:

1) Choose **File > Print** to open the Print dialog box.
2) Click **Properties** to open the Properties dialog box for the printer. The available choices vary from one printer to another, but you should find options for the Color settings. See your printer's help or user manual for more information.
3) The choices for color might include *black and white* or *grayscale*. Choose the required setting.
4) Click **OK** to confirm your choice and return to the Print dialog box,
5) Click the **Print** button to print the document.

| Tip | Grayscale is best if you have any graphics in the document. |
|---|---|

Change the LibreOffice settings to print all color text and graphics as grayscale:

1) Choose **Tools > Options > LibreOffice > Print**.
2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.
3) Open the Print dialog box (**File > Print**).
4) Click the **Print** button to print the document.

Change the LibreOffice Writer settings to print all color text as black, and all graphics as grayscale:

1) Choose **Tools > Options > LibreOffice [Component] > Print**.
2) Under *Contents*, select the **Print text in black** option. Click **OK** to save the change.
3) Open the Print dialog box (**File > Print**).
4) Click the **Print** button to print the document.

## Previewing pages before printing

The normal page view in Writer shows you what each page will look like when printed and you can edit the pages in that view. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. Writer provides two ways to do this:

- View Layout (editable view): use the Facing Pages (Book Preview) button on the status bar.

- Page Preview (read-only view).

To use Page Preview:

1) Choose **File > Page Preview** (or click the **Page Preview** button on the Standard toolbar). Writer now displays the **Page Preview** toolbar instead of the Formatting toolbar.

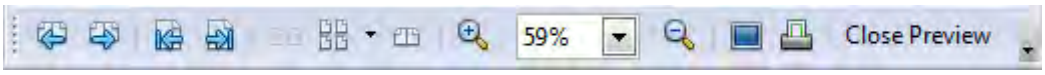



*Figure 167. Page Preview toolbar*

2) Select the required preview icon: **Two Pages** ( ), **Multiple Pages** ( ) or **Book Preview** ( ).

3) To print the document from this view, click the **Print document** icon ( ) to open the Print dialog box.

4) Choose the print options and click the **Print** button.

## Printing envelopes

Printing envelopes involves two steps: setup and printing.

To set up an envelope to be printed by itself or with your document:

1) Click **Insert > Envelope** from the menu bar.

2) In the Envelope dialog box, start with the *Envelope* tab. Verify, add, or edit the information in the Addressee and Sender boxes (the “from” on the envelope).

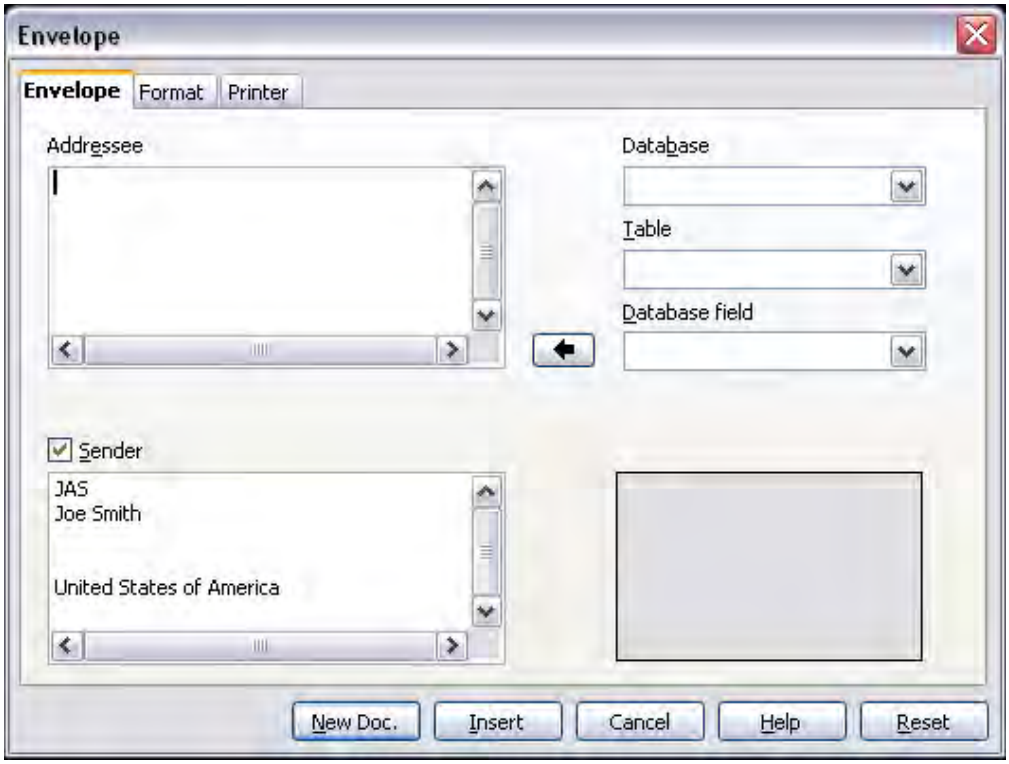



*Figure 168. Choosing addressee and sender information for an envelope*

You can type information directly into the Addressee and Sender boxes, or use the right-hand drop-down lists to select the database or table from which you can draw the envelope information, if desired. See Chapter 11, Using Mail Merge, for details on how to print envelopes from a database.

3) On the *Format* page, verify or edit the positioning of the addressee and the sender information. The preview area on the lower right shows the effect of your positioning choices.

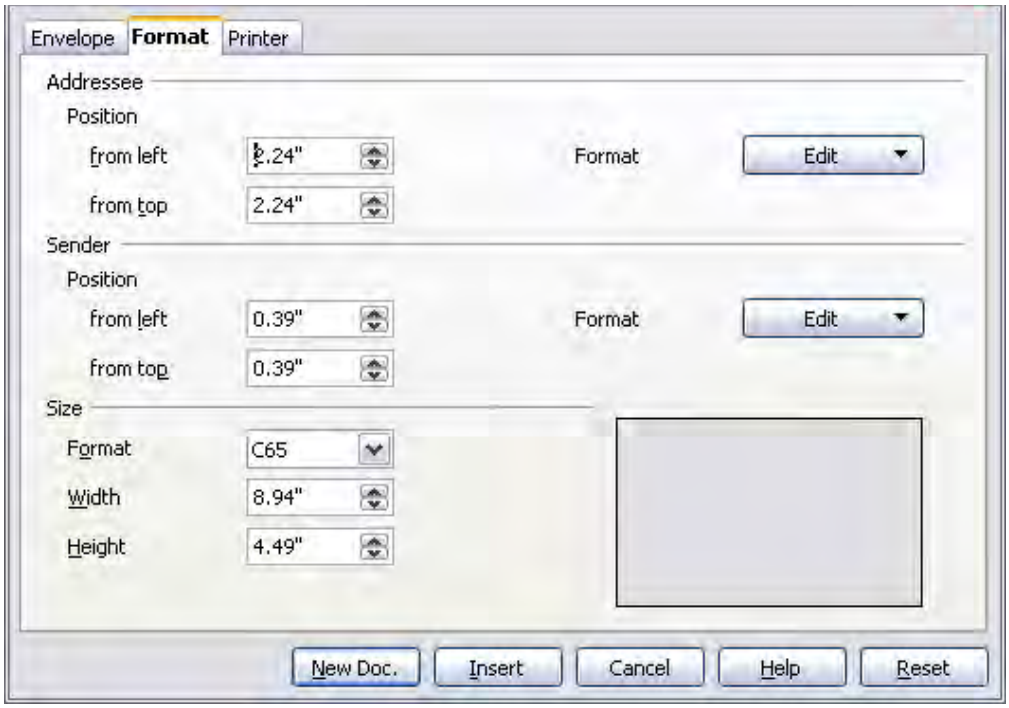



*Figure 169. Choosing positioning and size of elements for an envelope*

4) To format the text of these blocks, click the **Edit** buttons to the right. In the drop-down list you have two choices: Character and Paragraph.
   - In Character, you can choose Fonts (Sizes...), Fonts Effects (Underlining, Color...), Position (Rotating/scaling...), Hyperlink, Background and more.
   - In Paragraph, you can choose Indents & Spacing, Alignment, Text Flow, Tabs, Drop Caps, Borders and Backgrounds.
5) In the lower left of this page, choose the envelope format from the drop-down list. The width and height of the selected envelope then show in the boxes below the selected format. If you chose a pre-existing format, just verify these sizes. If you chose *User defined* in the Format list, then you can edit the sizes.
6) After formatting, go to the *Printer* page to choose printer options such as envelope orientation and shifting. You may need to experiment a bit to see what works best for your printer.

   You can also choose a different printer or alter printer setup (for example, specify the tray that holds envelopes) for this print job.
7) When you have finished formatting and are ready to print, click either the **New Doc** or **Insert** button to finish. **New Doc** makes only an envelope or starts a new document with the envelope. **Insert** puts the envelope into your existing document as page 1.

   To not proceed with this envelope, click **Cancel** or press the *Esc* key. You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.

When the Envelope dialog box closes, you are returned to your document, which now has the envelope in the same file as the document. Save this file before you do anything else.

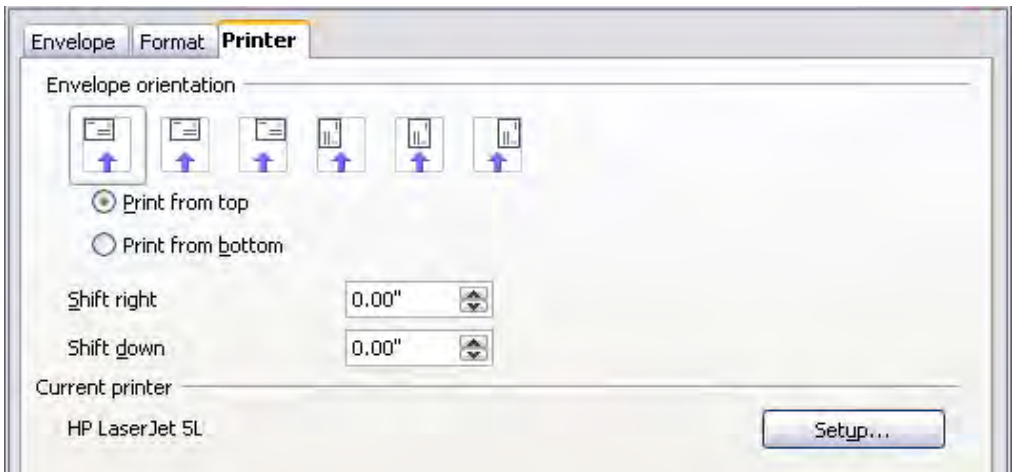



*Figure 170. Choosing printer options for an envelope*

To print the envelope:

1) Choose **File > Print** from the menu bar.
2) On the Print dialog box, under **Print range**, choose **Pages** and type **1** in the box. Click **OK** to print.

## Printing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used for making multiple copies of one label only, for example return-address stickers. To print labels:

1) Choose **File > New > Labels** on the menu bar. The Labels dialog box opens.
2) On the *Labels* page, fill in your own label text in the Inscription box, or use the **Database** and **Table** drop-down lists to choose the required information, as described in Chapter 11, Using Mail Merge.

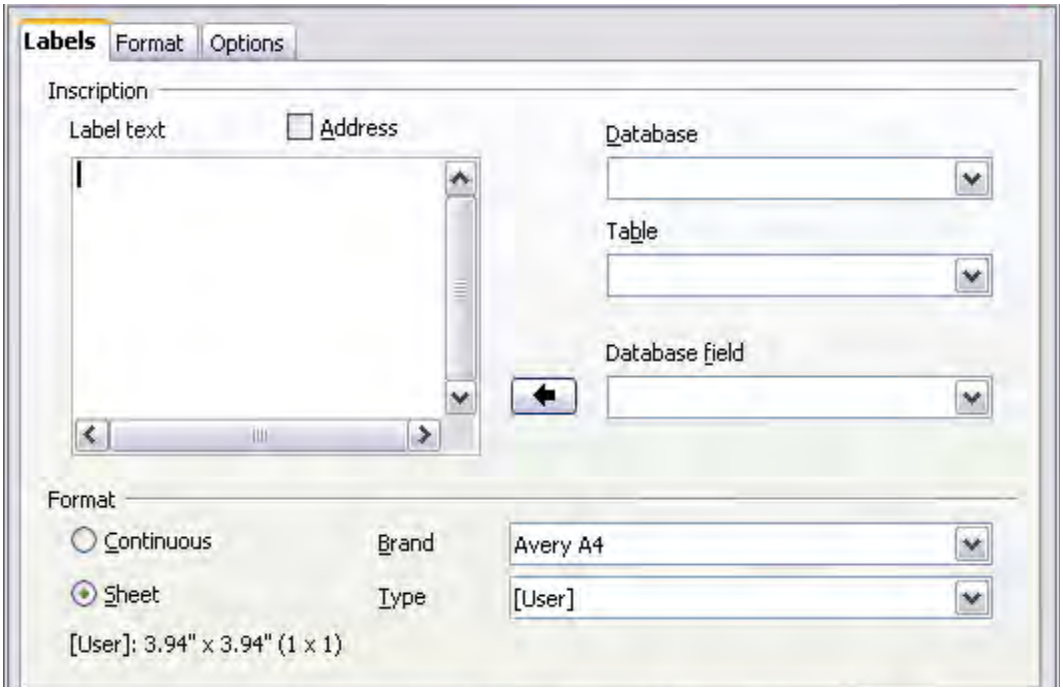



*Figure 171. Labels dialog box, Labels page*

3) Select the label stock in the **Brand** drop-down list. The types for that brand then appear in the **Type** drop-down list. Select the size and type of labels required. You can also select User in the **Type** drop-down list and then make specific selections on the *Format* page.
4) On the *Format* page, choose the pitch, sizes, margins, columns and rows for user-defined labels, or just verify with a brand of label stock you have loaded into the printer.

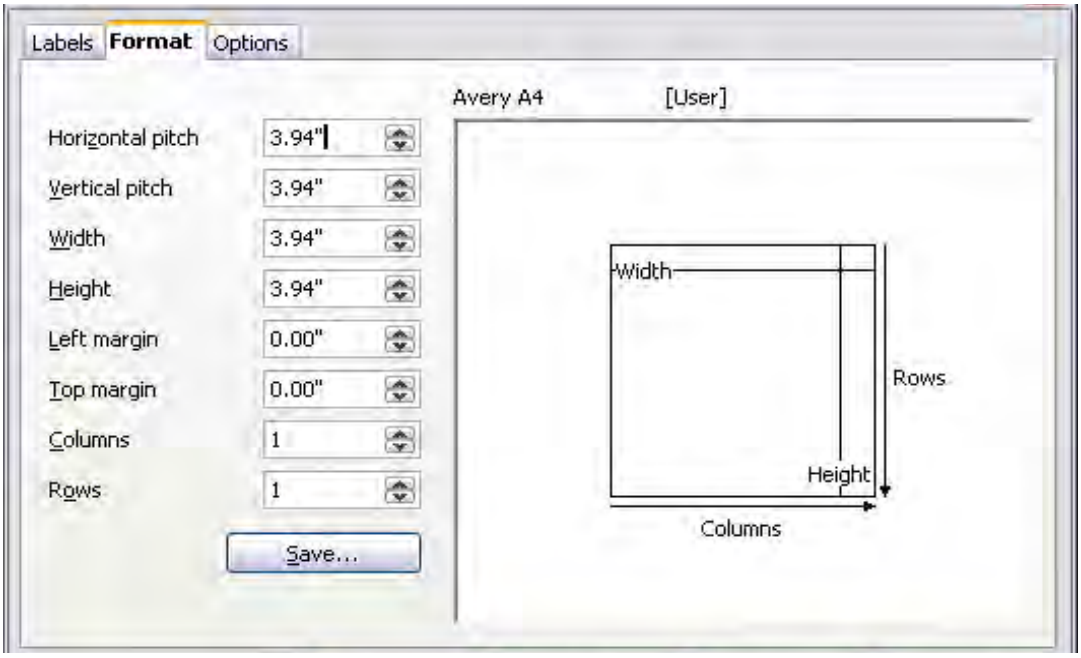



*Figure 172. Labels dialog box, Format page*

5) Click **Save** to save your new format.
6) On the *Options* page, choose to print the entire page of labels or one single label, then select which one by the column and row. You can also change printer setup.

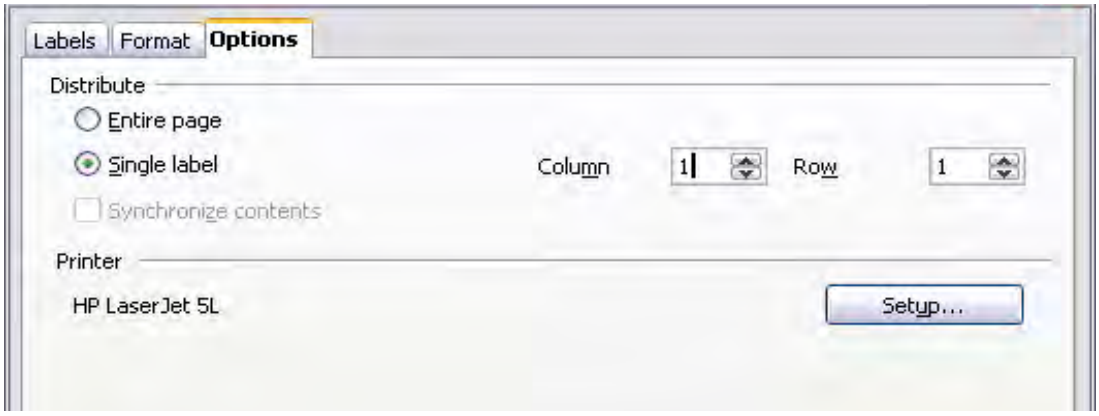



*Figure 173. Labels dialog box, Options page*

7) When you have finished formatting, click **New Document** to make your sheet of labels or click **Cancel** (or press the *Esc* key). You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.
8) You can print using the **Print File Directly** icon on the toolbar or by choosing **File > Print** from the menu bar, or you can save the file to print later.

# Sending a fax

To send a fax directly from LibreOffice, you need a fax modem and a fax driver that allows applications to communicate with the fax modem.

1) Open the Print dialog box (Figure 161) by choosing **File > Print** and select the fax driver in the **Name** list.
2) Click **OK** to open the dialog box for your fax driver, where you can select the fax recipient.

You can set up a toolbar icon so that a single click sends the current document as a fax. To add an icon for this purpose to a toolbar, see Chapter 16, Customizing Writer.

# Exporting to PDF

LibreOffice can export documents to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers.

## Quick export to PDF

Click the **Export Directly as PDF** icon to export the entire document using the PDF settings you most recently selected on the PDF Options dialog box. You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range, the image compression, or other options.

## Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog opens. This dialog has five pages (General, Initial View, User Interface, Links, and Security). Select the appropriate settings, and then click **Export**. Then you are asked to enter the location and file name of the PDF to be created, and click **Save** to export the file.

### *General page of PDF Options dialog box*

On the *General* page (Figure 174), you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

**Range section**

- **All**: Exports the entire document.
- **Pages**: To export a range of pages, use the format **3-6** (pages 3 to 6). To export single pages, use the format **7;9;11** (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like **3-6;8;12**.
- **Selection**: Exports whatever material is selected.

**Images section**

- **Lossless compression**: Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other kinds of images or graphics.
- **JPEG compression**: Allows for varying degrees of quality. A setting of 90% works well with photographs (small file size, little perceptible loss of quality).
- **Reduce image resolution**: Lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen generally a resolution of 72dpi (for Windows) or 96dpi (GNU/Linux) is sufficient, while for printing it is generally preferable to use at least 300 or

600 dpi, depending on the capability of the printer. Higher dpi settings greatly increase the size of the exported file.

| Note | EPS (Encapsulated PostScript) images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders. |
|---|---|

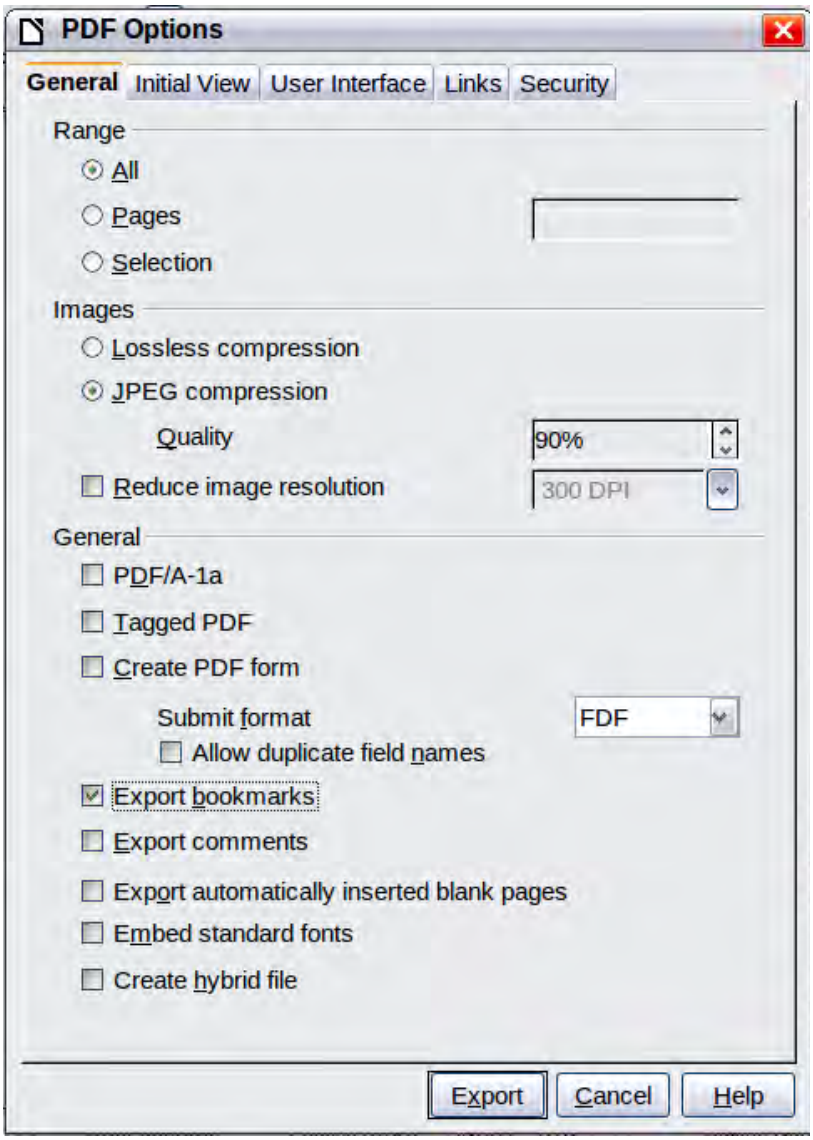



*Figure 174: General page of PDF Options dialog box*

**General section**

- **PDF/A-1**: PDF/A is an ISO standard for long-term preservation of documents, by embedding all the information necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, and encryption). PDF tags are written. If you select PDF/A-1a, the forbidden elements are greyed-out (not available).
- **Tagged PDF**: Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.

- **Create PDF form - Submit format**: Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks**: Creates PDF bookmarks (a table of contents list displayed by most PDF viewers, including Adobe Reader) for all headings in the document.
- **Export comments**: Exports comments as PDF notes. You may not want this!
- **Export automatically inserted blank pages**: If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, LibreOffice inserts a blank page between the two odd pages. This option controls whether to export that blank page.
- **Embed standard fonts:** Normally the 14 standard PostScript fonts are not embedded in a PDF file, because PDF reader software already contains these fonts. However, you can choose to embed these fonts in all PDF documents created by LibreOffice to enhance display accuracy in PDF viewers. Font embedding may also be required by some printers.
- **Create hybrid file:** When the PDF Import Extension is installed, this option exports the document as a .PDF file containing two file formats: PDF and ODP. This extension is bundled with most installations of LibreOffice.

### *Initial View page of PDF Options dialog box*

On the *Initial View* page, you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

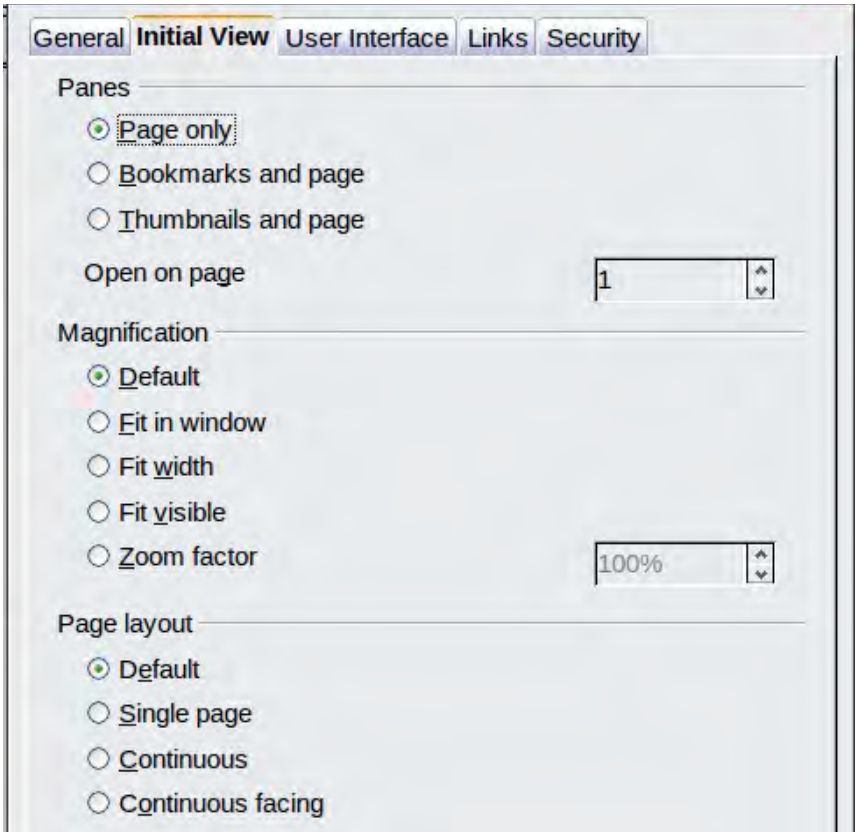



*Figure 175: Initial View page of PDF Options dialog box*

If you have Complex Text Layout enabled (in **Tools > Options > Language settings > Languages**), an additional selection is available under *Continuous facing*: **First page is left** (normally, the first page is on the right when using the *Continuous facing* option).

### *User Interface page of PDF Options dialog box*

On the *User Interface* page, you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.

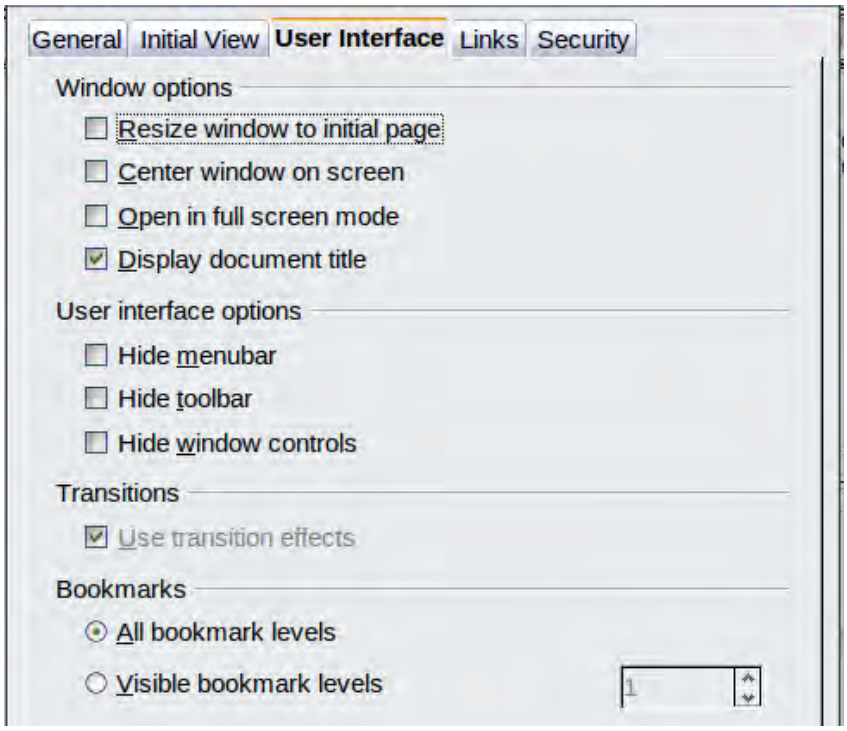



*Figure 176: User Interface page of PDF Options dialog box*

**Window options section**

- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.

**User interface options section**

- **Hide menubar.** Causes the PDF viewer to hide the menu bar.
- **Hide toolbar.** Causes the PDF viewer to hide the toolbar.
- **Hide window controls.** Causes the PDF viewer to hide other window controls.

**Bookmarks**

Select how many heading levels are displayed as bookmarks, if *Export bookmarks* is selected on the General page.

### Links page of PDF Options dialog box

On the *Links* page, you can choose how links in documents are exported to PDF.

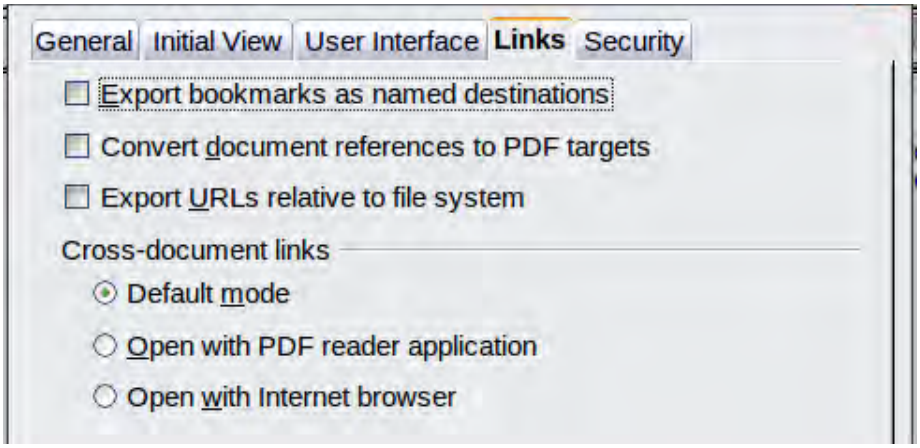



*Figure 177: Links page of PDF Options dialog box*

**Export bookmarks as named destinations**

If you have defined Writer bookmarks, this option exports them as “named destinations” to which Web pages and PDF documents can link.

**Convert document references to PDF targets**

If you have defined links to other documents with OpenDocument extensions (such as .ODT, .ODS, and .ODP), this option converts the files names to .PDF in the exported PDF document.

**Export URLs relative to the file system**

If you have defined relative links in a document, this option exports those links to the PDF.

**Cross-document links**

Set up the behavior of the PDF links to other files. Select one among the following alternatives:

- **Default mode**: The PDF links will be handled as specified in your operating system.
- **Open with PDF reader application**: Use the same application used to display the PDF document to open linked PDF documents.
- **Open with Internet browser**: Use the default Internet browser to display linked PDF documents.

### Security page of PDF Options dialog box

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.

- With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 178. After you set a password for permissions, the other choices on the Security page become available.
- With *both* the *open password* and *permission password* set, the PDF can only be opened with the correct password, and its permissions can be restricted.

| **Note** | Permissions settings are effective only if the user’s PDF viewer respects the settings. |
|---|---|

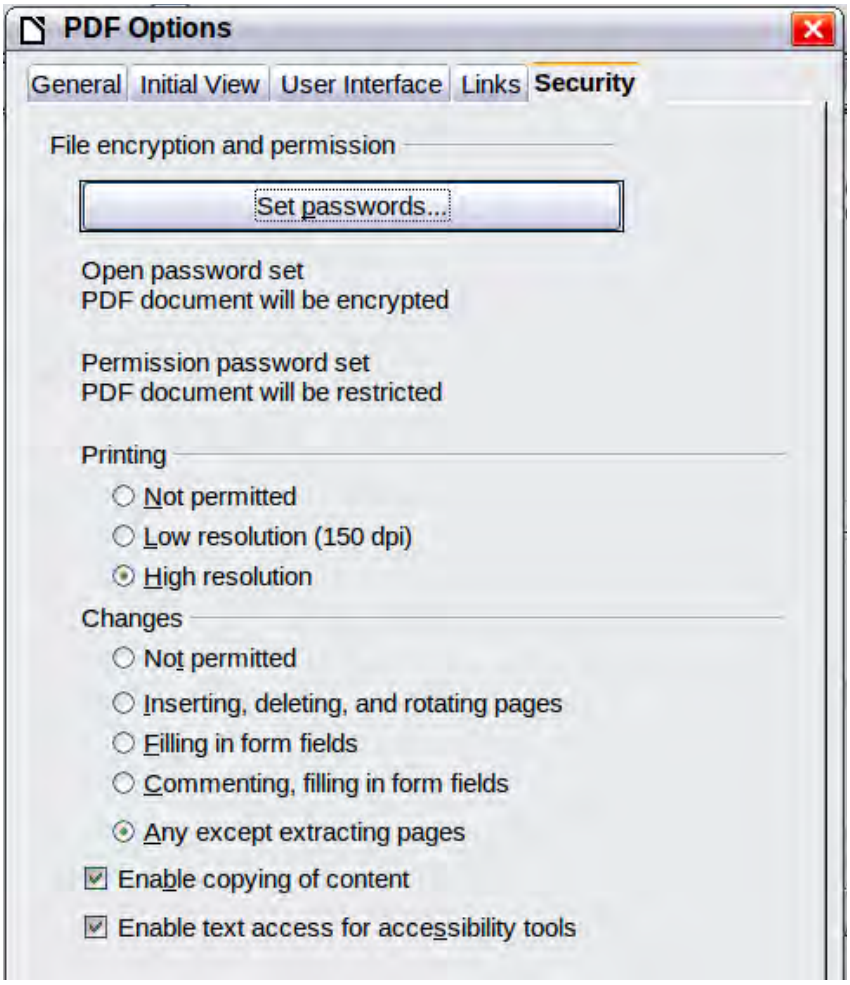



*Figure 178: Security page of PDF Options dialog box*

Figure 179 shows the pop-up dialog box displayed when you click the **Set open password** button on the Security page of the PDF Options dialog box.

## Exporting to XHTML

LibreOffice uses the term “export” for some file operations involving a change of file type. LibreOffice can export files to XHTML. Other formats may be made available through extensions.

To export to XHTML, choose **File > Export**. On the Export dialog box, specify a file name for the exported document, then select the XHTML in the *File format* list and click the **Export** button.

*Figure 179: Setting a password to encrypt a PDF*

## E-mailing Writer documents

LibreOffice provides several ways to quickly and easily send a Writer document as an e-mail attachment in one of three formats: .ODT (OpenDocument Text, Writer's default format), .DOC (Microsoft Word format), or PDF.

| Note | Documents can only be sent from the LibreOffice mail merge wizard if a mail profile has been set up in **Tools > Option > LibreOffice Writer > Mail Merge E-mail**. |
|---|---|

To send the current document in .ODT format:

1) Choose **File > Send > Document as E-mail**. Writer opens your default e-mail program. The document is attached.
2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

**File > Send > E-mail as OpenDocument Text** has the same effect.

If you choose **E-mail as Microsoft Word**, Writer first creates a .DOC file and then opens your e-mail program with the .DOC file attached. Similarly, if you choose **E-mail as PDF**, Writer first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your email program with the .PDF file attached.

## E-mailing a document to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use LibreOffice's mail merge facilities to extract email addresses from an address book.

You can use LibreOffice's mail merge to send e-mail in two ways:

- Use the Mail Merge Wizard to create the document and send it. See Chapter 11, Using Mail Merge, for details.
- Create the document in Writer without using the Wizard, then use the Wizard to send it. This method is described here.

To use the Mail Merge Wizard to send a previously-created Writer document:

1) Open the document in Writer. Click **Tools > Mail Merge Wizard**. On the first page of the wizard, select **Use the current document** and click **Next**.

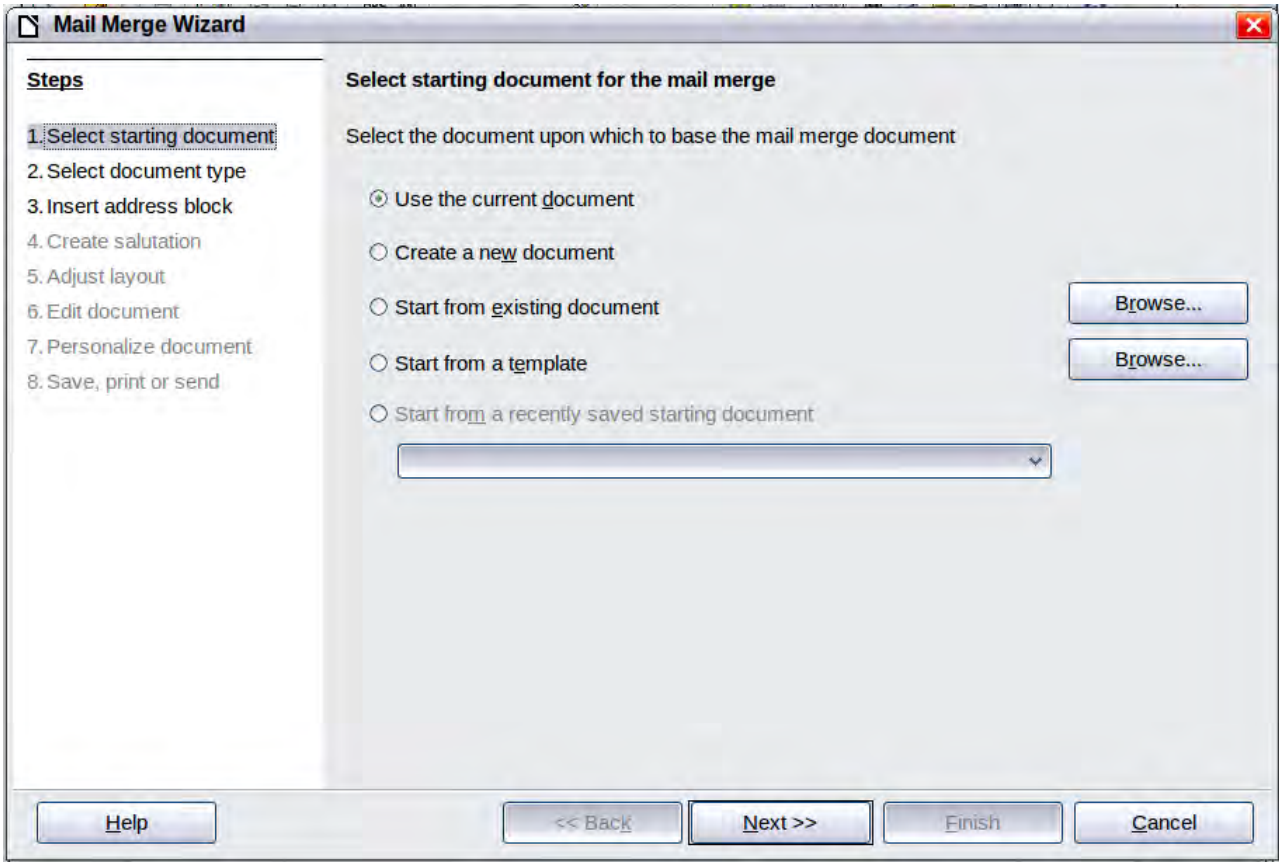



*Figure 180: Select starting document*

2) On the second page, select **E-mail message** and click **Next**.

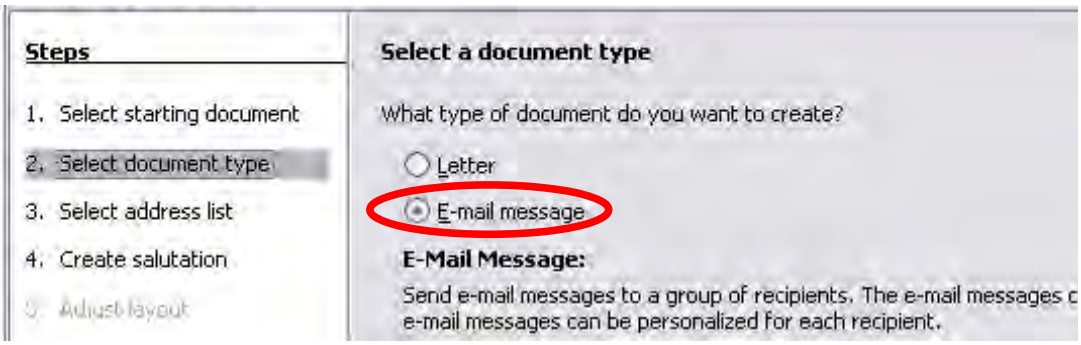

Steps
1. Select starting document
2. Select document type
3. Select address list
4. Create salutation
Select a document type
What type of document do you want to create?
Letter
E-mail message
E-Mail Message:
Send e-mail messages to a group of recipients. The e-mail messages c
e-mail messages can be personalized for each recipient.

*Figure 181: Select document type*

3) On the third page, click the **Select Address List** button. Select the required address list (even if only one is shown) and then click **OK**. (If the address list you need is not shown here, you can click **Add** to find and add it to the list.)

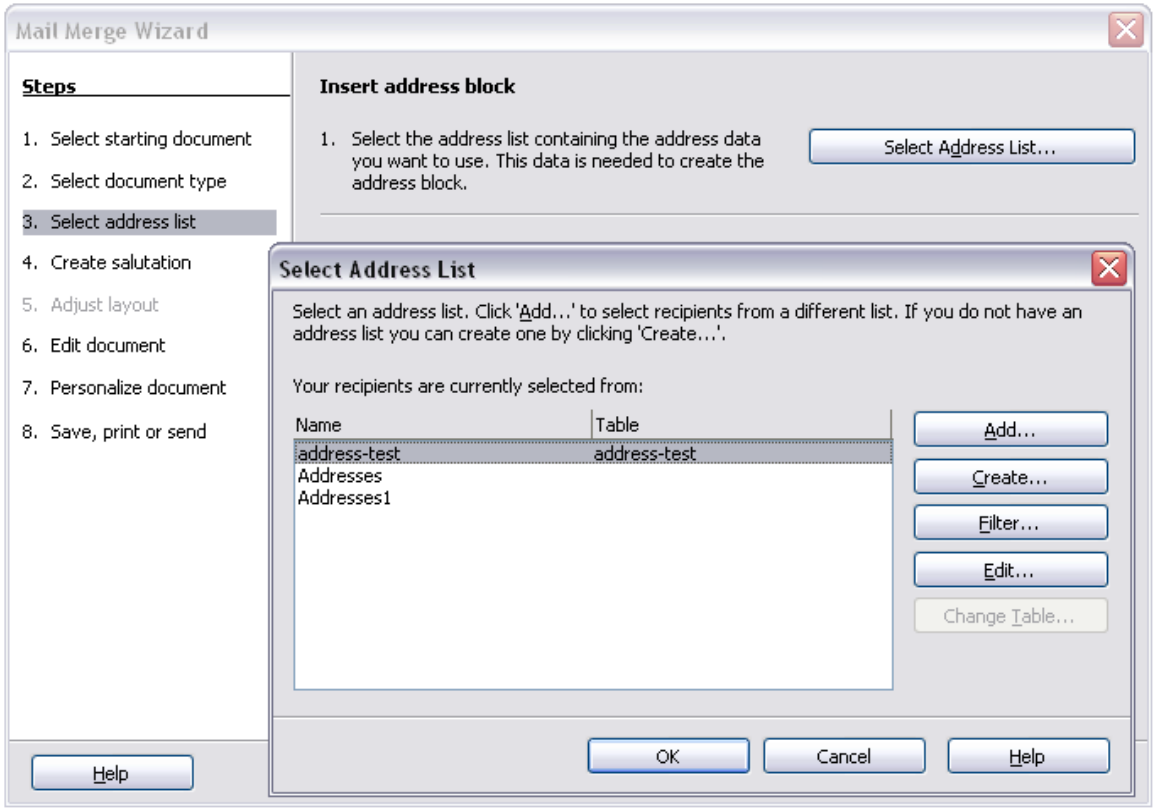



*Figure 182: Selecting an address list*

4) Back on the *Select address list* page, click **Next**. On the Create salutation page, deselect the checkbox by **This document should contain a salutation**.

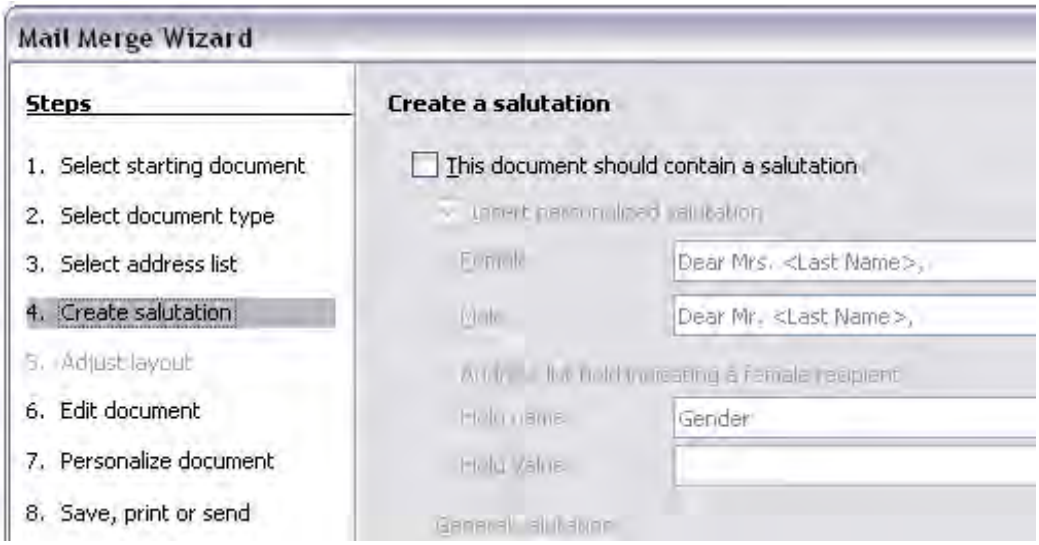



*Figure 183: Deselecting a salutation*

5) In the left-hand list, click **8. Save, print or send**. LibreOffice displays a “Creating documents” message and then displays the *Save, print or send* page of the Wizard.

6) Select **Send merged document as E-Mail**. The lower part of the page changes to show e-mail settings choices.
7) Type a subject for your email and click **Send documents**. LibreOffice sends the e-mails.

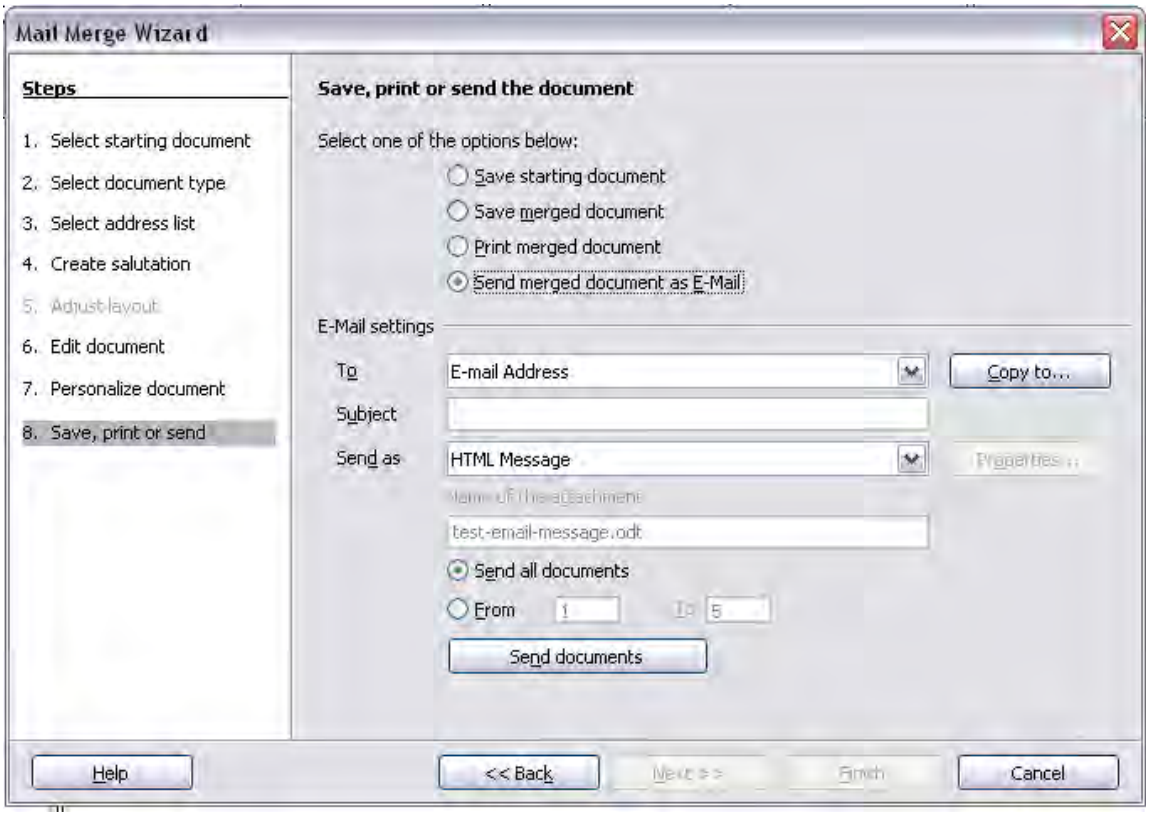


*Figure 184: Sending a document as an email message*

## Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see "Using Digital Signatures" in the LibreOffice Help.

To sign a document:

1) Choose **File > Digital Signatures**.
2) If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file.
3) After saving, you see the Digital Signatures dialog box. Click **Add** to add a public key to the document.
4) In the Select Certificate dialog box, select your certificate and click **OK**.
5) You see again the Digital Signatures dialog box, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon in the status bar. You can double-click the icon to view the certificate.

## Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > LibreOffice > Security > Options**, you can set LibreOffice to remind (warn) you when files contain certain information and remove personal information automatically on saving.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either (a) go to **File > Versions**, select the versions from the list and click **Delete**, or (b) use **Save As** and save the file with a different name.

LibreOffice
The Document Foundation

# *Chapter 6*
# *Introduction to Styles*

*Paragraph, Page, Character, and List Styles*

# What are styles?

Most people are used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and weight (for example: Helvetica 12pt, bold).

Styles are *logical* attributes. We use styles every day. For example, there are two styles of personal computer: desktop and laptop. Each has its own distinctive set of properties. You never say “my computer is a low-weight, one-piece unit with an LCD screen attached to a rectangular casing containing the computing components and the keyboard”. Instead, you could say that you have a laptop.

LibreOffice styles are a way to do the same thing for your document. Using styles means that you could stop saying “font size 14pt, Times New Roman, bold, centered” and start saying “title” for describing that particular font usage. In other words, styles mean that you shift the emphasis from what the text *looks like* to what the text *is*.

## Why use styles?

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you might decide to change the indentation of all paragraphs or change the font of all titles. For a long document, this simple task could be prohibitive. Styles make the task easy.

> The time is 9:50 AM, and Jane is finishing the 30-page paper for school that is due at 10:00 AM. She looks over the assignment one more time, and suddenly she realizes that:
>
> - The text must use Arial font instead of Times New Roman.
> - The headings must be dark blue and indented.
> - The title must appear at the top-right of every page except the first.
> - Even-numbered pages must have a wider right margin, and odd-numbered pages must have a wider left margin.
>
> Thankfully, Jane used LibreOffice Writer and styles. She makes all the changes in only two minutes and hands in the paper on time.

## Style categories

LibreOffice Writer has five style categories:

- *Paragraph* styles affect entire paragraphs represented with those styles.
- *Character* styles affect a block of text inside a paragraph.
- *Page* styles affect page formatting (page size, margin, and the like).
- *Frame* styles affect frames and graphics.
- *List* styles affect outlines, numbered lists, and bulleted lists.

In the same way that characters are the building blocks for creating words, paragraphs are the building blocks of every document. Headings (subheads) are paragraphs; headers, footers, and numbered lists are also paragraphs. Paragraph styles are, therefore, the most frequently used styles and are the ones treated in more detail in this and the next chapter.

## The Styles and Formatting window

Styles are available through a floating or dockable window called *Styles and Formatting*, shown in Figure 185. This window is at the center of styles management. Do not worry if, at first, some contents of this section seem obscure while progressing through this or the next chapter. This guide describes how to use all these functions.

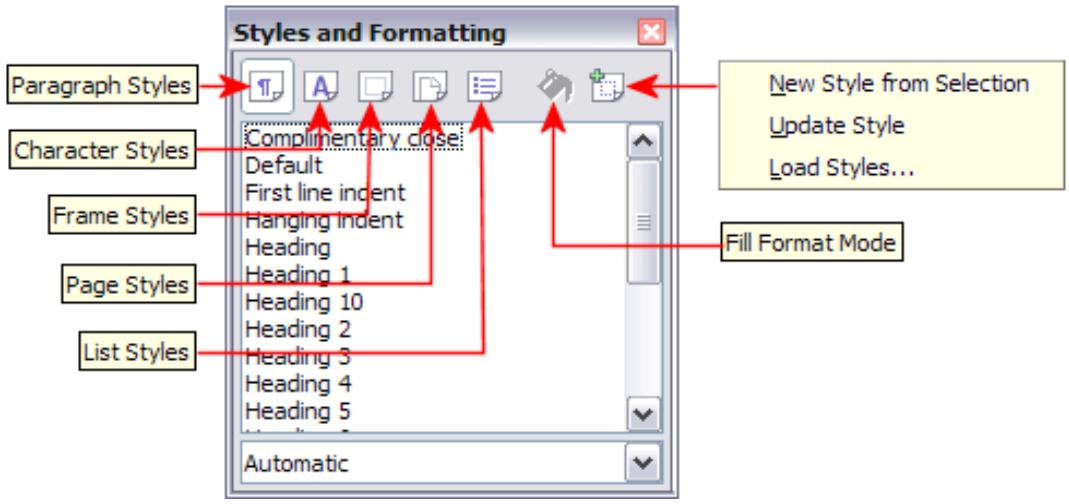



*Figure 185: The Styles and Formatting window for Writer, showing paragraph styles*

To open the Styles and Formatting window, do *any one* of the following:

- Click on the icon located at the left-hand end of the Formatting toolbar.
- Select **Format > Styles and Formatting**.
- Press *F11*.

| Tip | You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge. |
|---|---|

### Style selection basics

The first five icons at the top of the Styles and Formatting window select the category of styles to work on. Click on one of these icons to display a list of styles in that category, such as paragraph or character styles.

To apply a character style to existing text, select the text and then double-click on the name of the style in the *Character Styles* list. To apply any other style, put the cursor in the paragraph, frame, or page you want to modify and double-click on the name of the style in the corresponding section. You can select more than one paragraph or frame and apply the same style to all of them at the same time.

### Using Fill Format mode

The sixth icon at the top of the Styles and Formatting window activates the *Fill Format* mode. You can use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is useful for formatting many scattered paragraphs, words, or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

1) Open the Styles and Formatting window (Figure 185) and select a style.
2) Click the **Fill Format Mode** icon .
3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style for that word.
4) Repeat step 3 until you have made all the changes for that style.
5) To quit the Fill Format mode, click the icon again or press the *Esc* key.

**Caution**

When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and mistakenly undo actions you want to keep.

## Using New Style from Selection, Update Style, and Load Styles

The last button in the toolbar of the Styles and Formatting window is a multipurpose button that gives access to three functions: *New Style from Selection*, *Update Style*, and *Load Styles*.

### *Using New Style from Selection*

Use the first function of the multipurpose button to create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object's formatting into a new style. This procedure can save time because you do not have to remember all the formatting settings you want, as is necessary when creating a new style with the Style dialog box. In addition, unlike when setting the formatting parameters in dialog box pages, which you will learn to do later, you can immediately see how the objects will look when formatted with the style you are creating.

Follow these steps to create a new style from a selection:

1) Change the formatting of the object (paragraph, frame, etc.) to your liking.
2) From the icons at the top of the window, choose the type of style to create (paragraph, character, and so on).
3) In the document, select the item to save as a style.
4) Go back to the Styles and Formatting window and click the **New Style from Selection** icon.

In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

*Figure 186: Dialog to name a new style from selection*

### *Update Style (from a selection)*

Let's use paragraph styles as an example.

1) Create a new paragraph (or select an existing paragraph) and edit all the properties you want to alter in the style (such as indentation, font properties, alignment, and others).

| **Caution** | Make sure that there are unique properties in this paragraph. For example, if there are two different font sizes in the paragraph selected to update the style, that particular property will not be updated. |
|---|---|

2) Select the paragraph by clicking anywhere within it.
3) In the Styles and Formatting window, select the style you want to update (single-click, not double-click) and then click on the **New Style from Selection** icon and select **Update Style**.

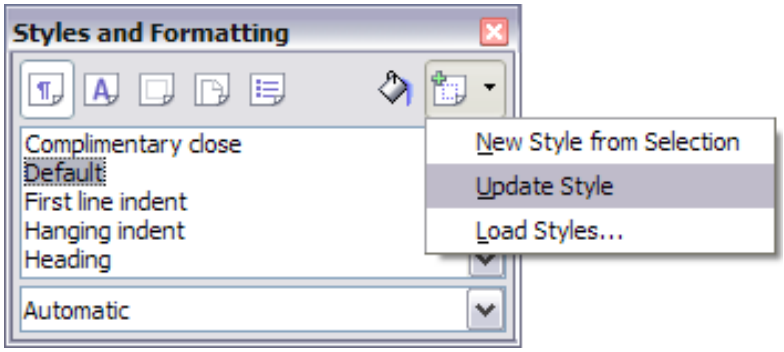



*Figure 187: Updating a style from a selection*

The procedure to update another type of style (character, page, or frame styles) is the same: select the item in question, modify it, select the style you want to update, and choose **Update Style**.

### *Load Styles (from a template or document)*

The last option under the **New Style from Selection** icon is used to copy styles into the current document by loading them from a template or another document. Using this method, you can copy all styles, or groups of styles, at one time.

1) Open the document to copy styles into.
2) In the Styles and Formatting window, click on the **New Style from Selection icon** and then on **Load Styles** (see Figure 187).
3) In the Load Styles dialog box (Figure 188), find and select the template to copy styles from. Click on the **From File** button if the styles you want are contained in a text document rather than a template. In this case, a standard file selection dialog box opens up, where you can select the desired document.
4) Select the options for the types of styles to be copied: Text (Paragraph and Character styles), Frame, Pages, Numbering (List styles). If you select **Overwrite,** the styles being copied will replace any styles of the same names in the target document.
5) Click **OK** to copy the styles.

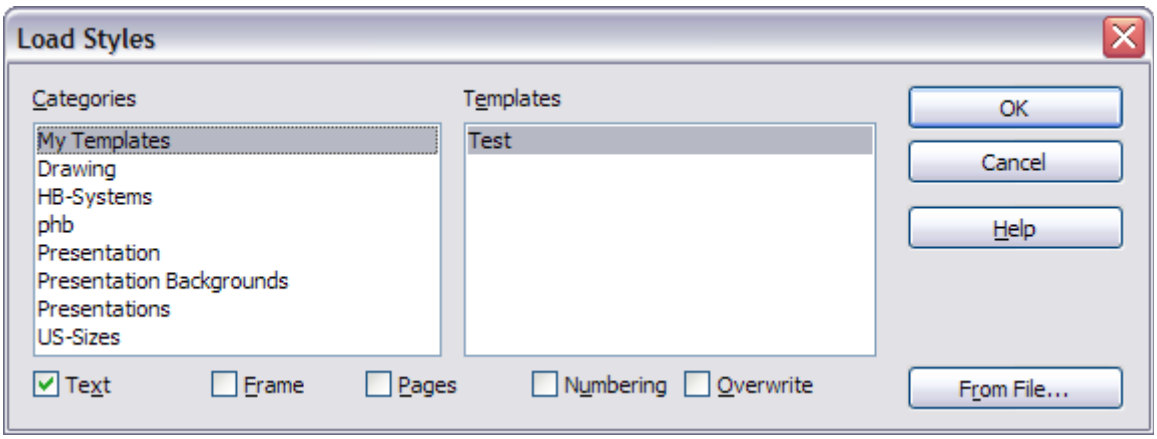



*Figure 188: Loading styles from a template*

## Using the visible styles filters

At the bottom of the Styles and Formatting window (Figure 189), use the drop-down menu to select a filtering criterion for the contents of the main body of the window. Normally, you will find that only a handful of styles are needed in any given document, and it makes sense to have only these styles shown.

So, at the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**). However, as the document develops, it is useful to reduce the size of the list displayed to only the styles already in use (by selecting **Applied Styles**). If you work on a document where you want to apply special-purpose styles only (such as those styles used in writing this user guide), select instead **Custom Styles**. The **Hierarchical Styles** view is most useful when modifying styles as it reveals which styles are linked together. This topic is discussed in more detail in Chapter 7, Working with Styles.

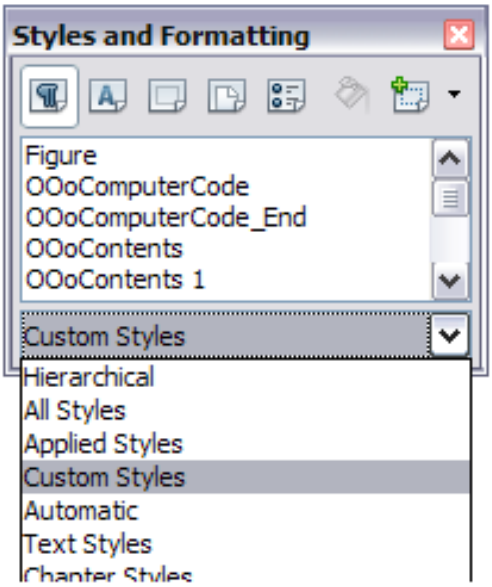



*Figure 189: Styles and Formatting filter*

If you select the **Paragraph Styles** view in the Styles and Formatting window, the drop-down menu contains many more filtering options so you can view, for example, only **Text Styles**, **Special Styles**, and so on.

## Drag-and-drop a selection to create a style

Another way to create a new style is to drag-and-drop a text selection into the Styles and Formatting window.

1) Open the Styles and Formatting window.
2) Select the style category you are going to create (for example a character style) using one of the five icons in the top left part of the window.
3) Select the object you want to base the style on and drag it to the Styles and Formatting window. The cursor changes to indicate whether the operation is possible or not.
4) In the Create Style dialog box (Figure 186), type a name for the new style and click **OK** to save the style.

| Note | You cannot use the drag-and-drop method to create a custom page style. |
|---|---|

# Applying styles

Styles can be applied easily by means of the Styles and Formatting window. However, alternative ways exist to apply certain styles, as explained in this section.

## Applying paragraph styles

When drafting a document, the most used style is the paragraph style. LibreOffice offers two quick alternatives to the Styles and Formatting window to apply this category of style: the *Apply Style* list and the *Format Paintbrush* icon.

### *Using the Apply Style list*

When a paragraph style is in use in a document, the style name appears on the *Apply Style* list near the left end of the formatting bar, to the right of the *Styles and Formatting* icon. You can select styles from this menu, just as you can from the Styles and Formatting window.

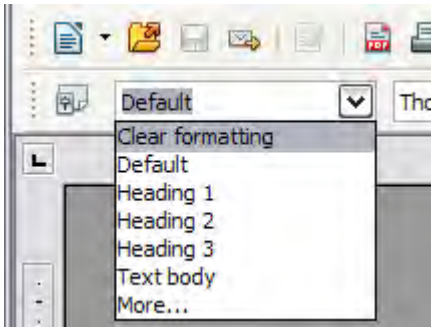



*Figure 190: Apply Style list*

To apply a style from this menu, place the cursor in the paragraph to change, click on the desired style or use the up or down arrow keys to move through the list, then press *Enter* to apply the highlighted style.

| Tip | Select **More** at the bottom of the list to open the Styles and Formatting window. |
|---|---|

### Using the Format Paintbrush

You can use the format paintbrush to apply a certain paragraph style to another paragraph or to a group of paragraphs. Start by placing the cursor inside the paragraph you want to copy. Be sure that you do not have the cursor in a word with other than the default character style or that character style will be copied and pasted to the selected word in the new paragraph too.

Now do one of the following:

1) To format a single paragraph:
   a) Click the **Format Paintbrush** icon in the standard toolbar.
   b) The cursor changes into an ink bottle . Now click the paragraph to which you want to apply the copied style.
   c) The paragraph is formatted and the cursor then returns to normal
2) To format more than one paragraph:
   a) *Double-click* the **Format Paintbrush** icon.
   b) The cursor changes shape. Now click each of the paragraphs to which you want to apply the copied style.
   c) The paragraphs are formatted. Click the **Format Paintbrush** icon once more.
   d) The cursor then returns to normal.

### Example: Applying a paragraph style

Let's see the three methods described above in action with an example.

To use the *Styles and Formatting* method:

1) Create a new document (choose **File > New > Text Document** or press *Control+N*).
2) Type the words **`Heading 1`** in the new document, but do not press *Enter* so that the cursor remains in that same line where you typed.
3) Click the **Styles and Formatting** icon located on the Formatting Bar or press the *F11* key. This opens the Styles and Formatting window.
4) Make sure the window is showing the *Paragraph Styles* section: click on the top-left icon of the Styles and Formatting window.

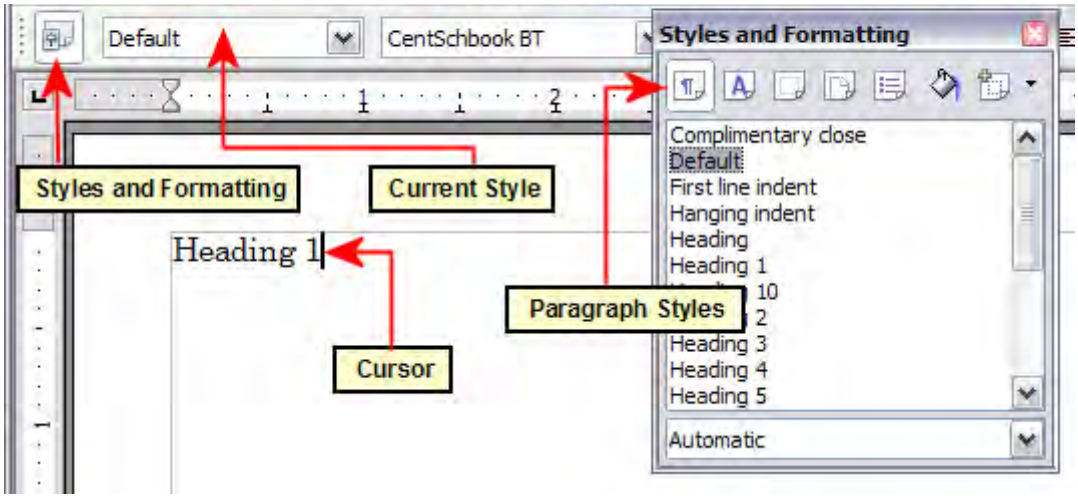



*Figure 191: Click on the Styles and Formatting icon to bring up the window*

Double-click the **Heading 1** entry of Styles and Formatting (Figure 192). This does two things:

- Gives the line (actually, its entire paragraph) you typed the *Heading 1* style.
- Adds **Heading 1** to the *Apply Style* menu.

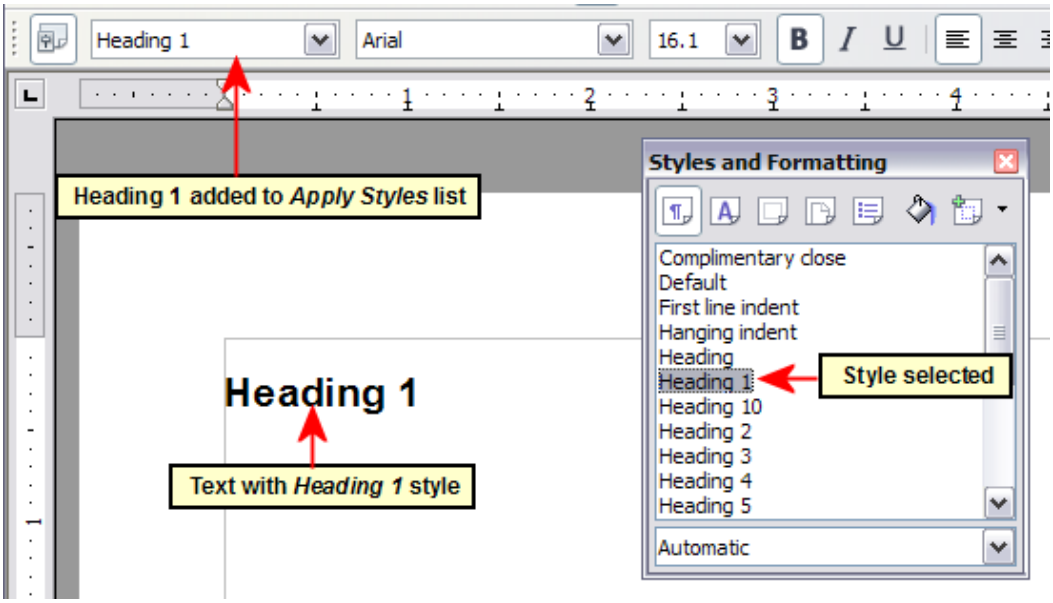



*Figure 192: Applying paragraph styles*

To use the *Apply Styles* list (Figure 192):

1) Repeat steps 1 and 2 from the previous example.
2) Select **Heading 1** in the *Apply Styles* list.

The text acquires the properties of the *Heading 1* style. If the paragraph style you want is not in the *Apply Style* list, select **More** to bring up the Styles and Formatting window. If the Styles and Formatting window is still open, you may notice that the *Heading 1* style is also highlighted in the main window, as shown in Figure 192.

Finally, try the *Format Paintbrush*.

Move the cursor to a new line or create a new line by pressing the *Enter* key at the end of the previous line and type some text. Repeat this twice more (to give three as yet unformatted paragraphs).

To apply to a single paragraph:

1) Move the cursor to the paragraph with style **Heading 1** and click the **Format Paintbrush** icon to activate it (the cursor changes shape).
2) Move the cursor to the paragraph you have created and click the left mouse button.

To apply to multiple paragraphs:

1) Move the cursor to the paragraph with style **Heading 1** and *double-click* the **Format Paintbrush** icon to activate it (the cursor changes shape).
2) Click on each of the paragraphs yet to be formatted with this style.
3) Click on the **Format Paintbrush** icon to deactivate it.

The cursor shape changes back to the normal one, and the text acquires the properties of the *Heading 1* style.

If the Styles and Formatting window is open, you may notice that the *Heading 1* style is also highlighted in the main window.

## Applying character styles

You may have a document that contains character formatting applied directly using the Formatting toolbar or shortcut keys, and you decide to replace this with character styles formatting. The direct formatting should be removed before applying new character styles.

To remove the formatting manually, select the characters or words to be altered:

- Select **Format > Clear Direct Formatting**
- Alternatively, press *Ctrl+M*.

You can now proceed to apply character styles.

| Tip | Select all the formatting of one type at a time. Manually removing this formatting leaves the text elements selected so you can then apply the new character style immediately.<br>For example, to remove a number of manually italicized elements:<br>1) Select each instance (press *Ctrl* when selecting each subsequent element).<br>2) Use one of the methods above to remove the formatting (the text remains selected after removal).<br>3) In this example, pressing *Ctrl+I* will also toggle off italics.<br>4) Apply the character style ( for example, Emphasis).<br>Repeat for each formatted syle you wish to replace. |
|---|---|

### *Using the Styles and Formatting window*

Open the Styles and Formatting window (press *F11*) and click the second button in the top bar. The list of available character styles is displayed. To apply a character style, follow these steps:

1) Select the block of text, or put the cursor into the single word, where you wish to apply the style.
2) Double-click the appropriate character style in the Styles and Formatting window.

Some character styles supplied in LibreOffice include:

*Emphasis* character style.

**Strong Emphasis** character style.

`Teletype` character style.

| Note | One difference between character styles and paragraph styles is the need for selecting text (highlighting). To apply a character style to more than a single word, you need to select all of the text to be changed. To apply the style to a single word, you only have to place the cursor in the word. Paragraph styles are applied to the whole of the paragraph in which the cursor is placed. |
|---|---|

### *Using the Format Paintbrush*

The Format Paintbrush can be used to apply character styles in much the same way as for paragraphs (see “Using the Format Paintbrush“ on page 178).

The difference is that you must select a word with the required formatting, and that to paint only the character style, without the underlying paragraph style, you must hold down the *Ctrl* key when applying the style.

### *Unset/undo character styles*

Sometimes, you will want to remove the character style formatting from a block of text. *You must resist the temptation to do this manually using the Formatting toolbar*. This will only cause trouble down the road. To remove character style formatting from selected text:

- Open the Styles and Formatting window (press *F11*) and click the second button in the top bar.
- With the Styles and Formatting window open, double-click the *Default* character style.

## Applying frame styles

Whenever you insert an object (such as a graphic) into a document, it will automatically have an invisible frame around it. Some designers like to add frame styles to introduce variety. For example, you could have one frame style for photographs and a different frame style for other graphics such as line drawings. The one for photographs might have a border with a drop shadow, while the one for drawings might have only a border.

To apply a style to a frame:

1) Select the frame.
2) Bring up the Styles and Formatting window (for example, by pressing *F11*).
3) Click the **Frame Styles** icon (the third one from the left).
4) Double-click the frame style you want.

Having applied a style to a frame, you can now modify the frame to be just how you want it. Most of a frame's design can be set in a style, but the following options must be set manually:

- Anchoring: how the frame is positioned in relation to the rest of the page's contents (**Format > Anchor**).
- Arrangement: the frame's position in a stack of objects (**Format > Arrange**).
- Adding a hyperlink: so that a click on the frame opens a Web page or another document in an HTML file (**Insert > Hyperlink**).

When a frame is selected, the Frame toolbar replaces the Formatting toolbar, allowing you to modify the settings. The right-click (context) menu also has items for anchoring and arrangement, as well as for wrap and alignment.

## Applying page styles

To apply a page style, place the cursor anywhere on the page to which the style should be applied. You can easily check which page style is applied because it is shown on the status bar.

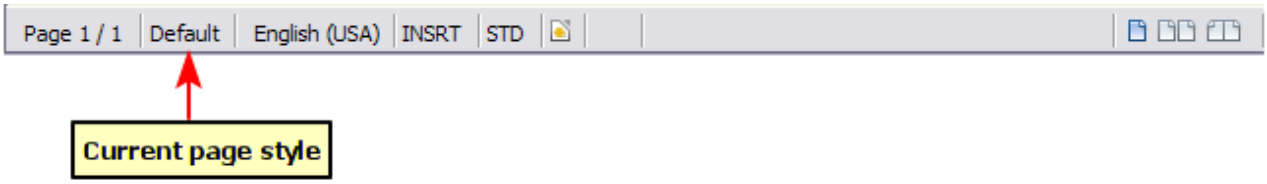



*Figure 193: The current page style is displayed on the status bar*

If you want to apply a different style, you can either right-click on the style in the status bar and select a new style from the pop-up menu, or you can open the Styles and Formatting window (press *F11)*, select the page style icon at the top of the window (fourth icon), and then double click on the desired style.

**Caution**

Changing a page style may cause the style of subsequent pages to change as well. The results may not be what you want. To change the style of only one page, you may need to insert a manual page break, as described below.

As discussed in Chapter 7, Working with Styles, a correctly set up page style will, in most cases, contain information on what the page style of the next page should be. For example, when you apply a *Left* page style to a page, you can indicate in the style settings that the next page has to apply a *Right* page style, a *First* page style could be followed by either a *Left* page style or a *Default* page style, and so on.

Another very useful mechanism to change the page style is to insert a manual page break and specify the style of the subsequent page. The idea is simple: you break a sequence of page styles and start a new sequence. To insert a page break, choose **Insert > Manual Break** and choose **Page break**. This section illustrates two common scenarios where page breaks are useful.

### *Example: Chapters*

A possible scenario: You are writing a book that is divided into chapters. Each chapter starts with a page style called *New Chapter*. The following pages use the *Default* page style. At the end of each (except the last) chapter, we return to the *New Chapter* page style for the first page of the next chapter.

Figure 194 illustrates the flow of page styles when using page breaks.

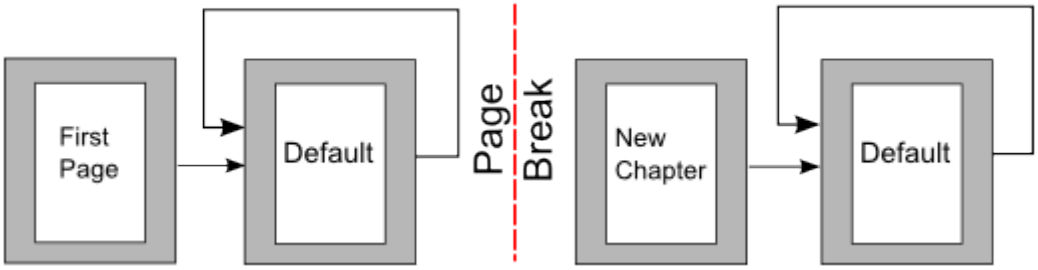



*Figure 194: Page style flow using a page break*

Writer doesn't have a predefined *New Chapter* page style, so you must create a custom style (see Chapter 7). (You could also use the First Page style for this purpose, but in our examples we use that style for the title page of the book.) Let's suppose that you already have the page styles with the following properties:

| *Page style* | *Next Style* |
|---|---|
| **New Chapter** | Default |
| **Default** | Default |

At some point, you will want to start a new chapter. Follow these steps:

1) Put the cursor at the end of the chapter, on a blank line (empty paragraph) of its own.
2) Choose **Insert > Manual Break**. The Insert Break dialog box (Figure 195) appears.
3) Under *Type*, choose **Page break** and under *Style*, select **New Chapter**.

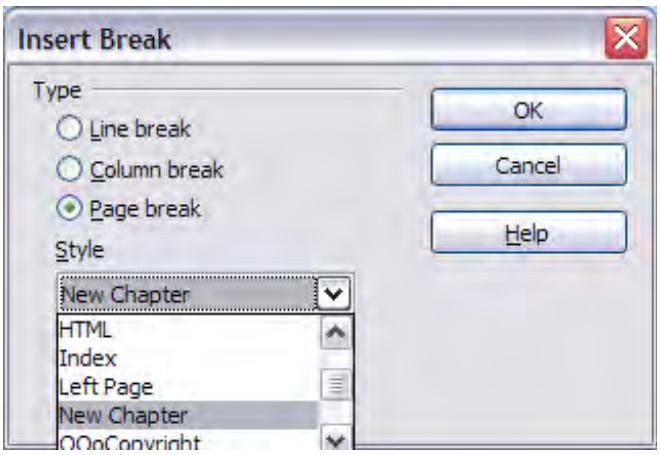



*Figure 195: Choose Page break and select the New Chapter page style*

### *Example: Page with special formatting*

Sometimes you may need to insert a page with special formatting, for example a landscape page or a page with more columns. This can also be done with page breaks. Suppose that the current page has the *Default* page style.

1) Choose **Insert > Manual Break**.
2) Select the desired page style (say, *Special Page*) in the Insert Break dialog box.
3) Fill in the contents for this page. Then insert another page break.
4) Then select *Default* again. The pagination continues on as normal, except that one page has been replaced by a different page style.

This concept is illustrated in Figure 196.

*Figure 196: Inserting a page with special formatting*

## Applying list styles

List styles define properties such as indentation, numbering style (for example, *1,2,3*; *a,b,c*; or bullets), and punctuation after the number, but they do not by themselves define properties such as font, borders, text flow, and so on. The latter are properties of paragraph styles.

If you need your list to have specific paragraph-style properties, you should embed the list style into paragraph styles, as explained in Chapter 7. You can then create a numbered list by applying paragraph styles alone.

Writer has two series of predefined list styles, named *List* and *Numbering*. Each series contains five list styles, intended for the different levels of a nested list. As with any style, you can redefine the properties of these styles, for example the numbering or bullet symbol and the indentation. You can also define other list styles in these series or create your own series.

Each of the list styles predefined in Writer has four associated paragraph styles. For example, the *Numbering 1* **list** style is associated with four **paragraph** styles:

- Numbering 1
- Numbering 1 Cont.
- Numbering 1 End
- Numbering 1 Start

*Numbering 1* is a default paragraph style to which you can attach a list style. If you want to make exclusive use of paragraph styles and never use the Formatting toolbar when creating a numbered list, you could use the other three styles. All you need to do is to create a suitable list style and set up the *Next Style* property in the Organizer page of the Paragraph Style dialog box so that the *Numbering 1 Start* paragraph is followed by the *Numbering 1 Cont.* style, while the *Numbering 1 End* paragraph style is followed by a default style paragraph.

If you only want to apply a list style (that is, the numbering or bullet symbol and the indentation) then, when the cursor is on the paragraph, double-click on the desired list style.

When creating a list style, you can define up to ten levels of depth for nested lists. Switch from one level to the other with either the **Promote One Level** or the **Demote One Level** buttons on the Bullets and Numbering toolbar or by pressing the *Tab* key (one level down) or *Shift+Tab* key combination (one level up) or by right-clicking on the list element and select **Up One Level** or **Down One Level** from the context menu.

### *Restarting or continuing the numbering*

When creating more than one numbered list of the same type within the same chapter, Writer applies sequential numbering to all the lists. Sometimes this is what you want (for example, when placing illustrations between the numbered paragraphs), while at other times you want to restart the numbering.

To restart numbering from 1, you can do any of the following:

- Click on the **Restart numbering** icon on the Bullets and Numbering toolbar.
- Right-click on the first element of the list and choose **Restart numbering** from the context menu.
- Right-click on the first element of the list, choose **Paragraph** from the context menu, and go to the Outline & Numbering tab of the Paragraph dialog box. In the *Numbering* section, select the options **Restart at this paragraph** and **Start with**, and set the number (see Figure 197).

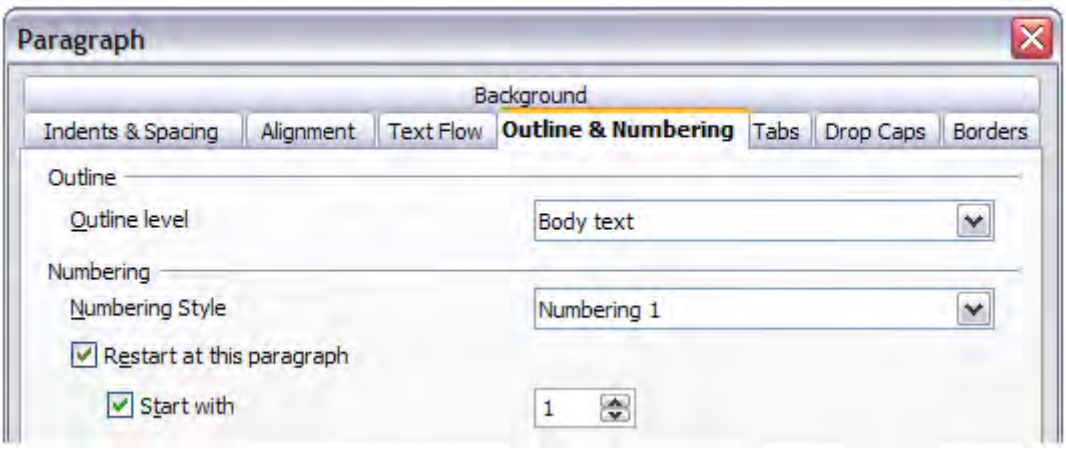



*Figure 197: Restarting numbering*

If you find that the numbering does not restart as intended using the first or second method, or if you want to restart from a number greater than 1, use the third method.

When editing a document, you may want to change from restarting numbering to continuing the numbering from a previous list. To do so, right-click on the list element and choose **Continue previous numbering** from the context menu.

## Modifying styles

Writer provides several predefined styles, but you may find that they do not fit your preferences. You can build your own library of custom styles to use in place of the predefined ones, or you can modify the existing styles. LibreOffice offers four mechanisms to modify both both predefined and custom (user-created) styles:

- Update a style from a selection.
- Load or copy styles from another document or template.
- Change a style using the Style dialog box.
- Use AutoUpdate (paragraph and frame styles only).

The first two methods are discussed in “Update Style (from a selection)” on page 175 and “Load Styles (from a template or document)” on page 175, while Chapter 7, Working with Styles, discusses at length the process of creating a new style.

This section shows how you can quickly make simple modifications to existing paragraph styles using the same tools you would use for applying formatting manually.

| **Tip** | Any changes made to a style are effective only in the current document. If you want to reuse modified or new styles in other documents, you need to either save the styles in a template (see Chapter 10, Working with Templates) or copy the styles into the other documents, as described in “Copying and moving styles” on page 192. |
|---|---|

### Changing a style using the Style dialog box

To change an existing style using the Style dialog box, right-click on the style in the Styles and Formatting window and select **Modify** from the pop-up menu.

The dialog box displayed depends on the type of style selected. Figure 198 shows an example of the dialog box for a paragraph style. Each style’s dialog box has several tabs. The various properties on these dialog boxes are described in the next chapter.

Move to the page where the setting you want to modify is specified and input the new value. You can click the **Help** button at any time to bring up the online help where all the options of the current page are briefly described. When you are done, click **OK** to close the dialog box.

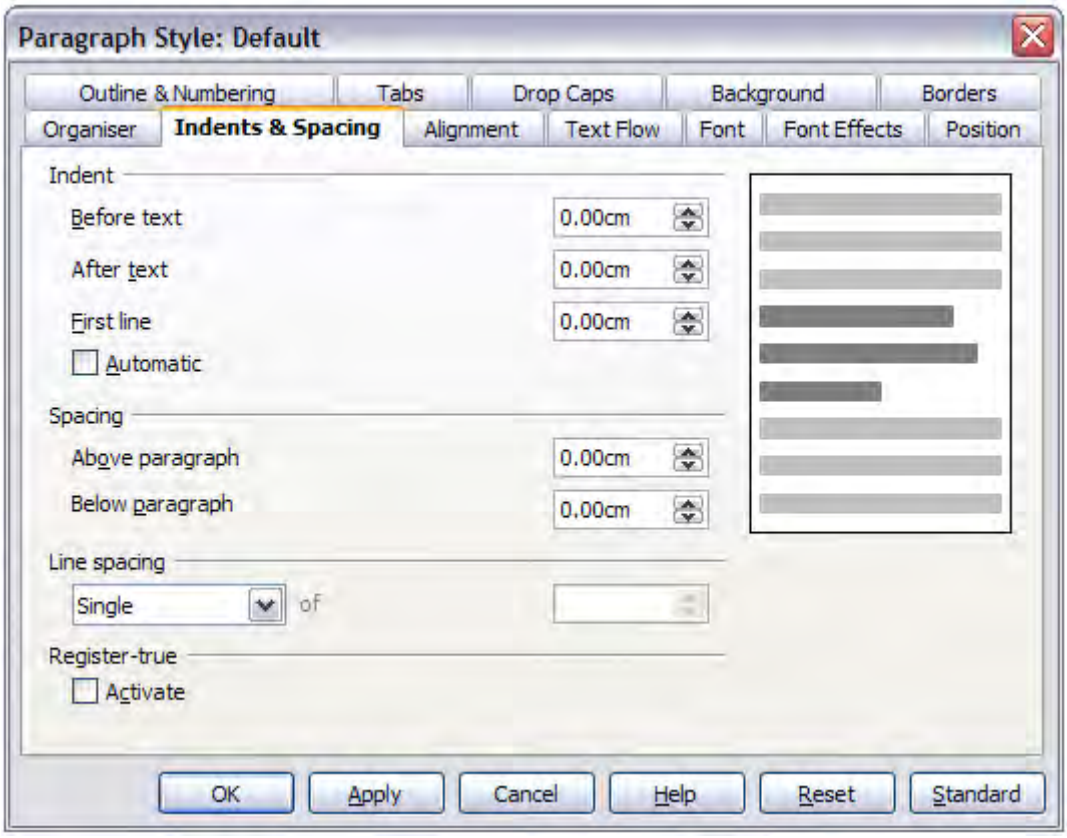



*Figure 198: Example of the Paragraph Style dialog box*

## Examples: Modifying paragraph styles

For this example, we need five lines of text with three LibreOffice-supplied paragraph styles: *Heading 1*, *Heading 2*, and *Heading 3*. These paragraph styles could be used in formatting headings (subheads) in the framework for a document that will be “fleshed out” afterwards.

Open a new text document for this exercise and type **`Title`** on the first line, click the **Paragraph Styles** icon on the Styles and Formatting window, and double-click **Heading 1** in the drop-down list. Press *Enter* to start a new line and type **First section heading**, appling the *Heading 2* style. Repeat this procedure for the other headings shown in Figure 199, using the proper paragraph style for each: Heading 3 for ***Subsection heading***, and so on.

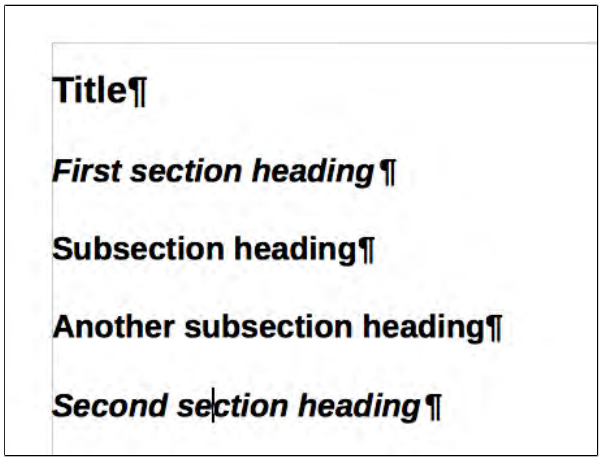



*Figure 199: Headings 1–3 with default styles*

Now, suppose you decide to make the following changes to these styles:

- *Heading 1* should be centered.
- *Heading 3* should be indented.

### Center Heading 1

On the Styles and Formatting window, select the **Paragraph Styles** icon (if it isn't already chosen), right-click on **Heading 1**, and choose **Modify**.

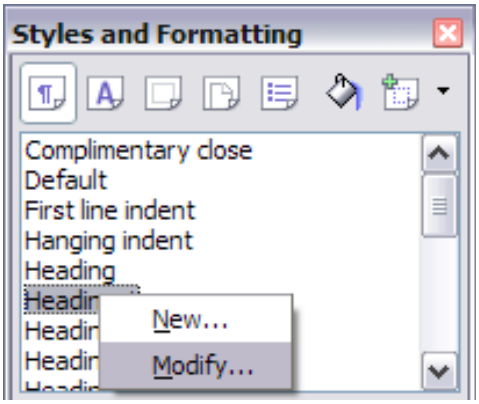



*Figure 200: Modifying a style*

After the Paragraph Style window opens, choose the **Alignment** tab, select **Center** (as shown below), and click **OK**.

*Figure 201: Center Heading 1*

Now, every paragraph marked as *Heading 1* will be centered (as shown below). If you make another *Heading 1* entry, it will be centered as well.

*Figure 202: The text Title, which is formatted as a centered Heading 1 style*

### *Indent Heading 3*

On the Styles and Formatting window, right-click on the **Heading 3** paragraph style and choose **Modify** (as before). After the Paragraph Style dialog box opens, follow the steps below:

1) Click the **Indents & Spacing** tab.
2) Under the *Indent* section, set the indentation before the text to **`0.60"`**, as shown below. Your display might be different, depending upon what measurement unit was set in the options (**Tools > LibreOffice Writer > General > Settings**).

*Figure 203: Set indentation*

The result should resemble the illustration below.

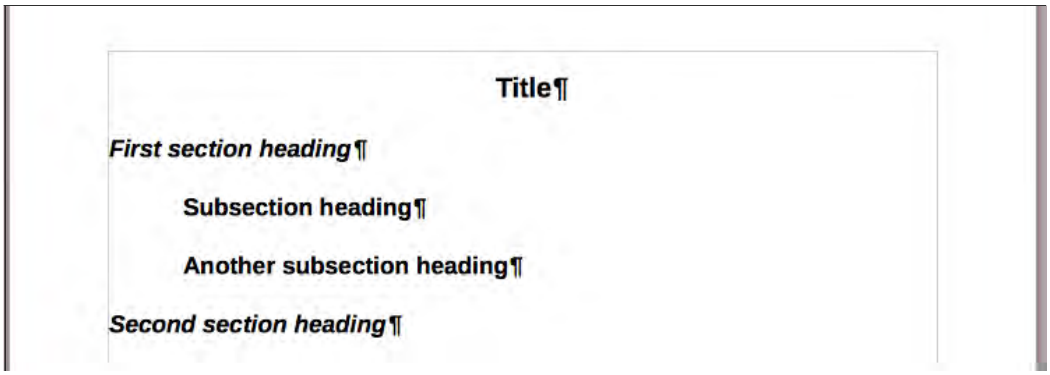



*Figure 204: The text formatted as Heading 3 style is now indented*

## Using AutoUpdate

On the Organizer page of the Paragraph Style dialog box is a check box named AutoUpdate. It is present only for paragraph and frame styles. If this check box is selected, then LibreOffice will apply to the style itself any modification made manually to a paragraph formatted with that style.

**Caution**

If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled, or you will suddenly find whole sections of your document reformatting unexpectedly.

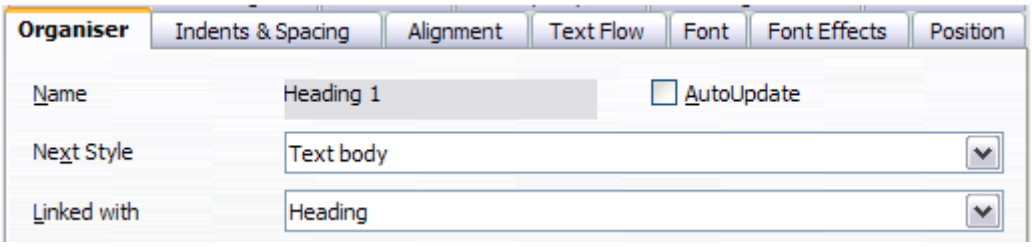



*Figure 205: The Organizer page of the Paragraph Style dialog box*

## Creating custom paragraph styles: examples

You have seen that the Styles and Formatting window provides several predefined styles, such as *Heading 1* and *Text body*. But what if you need something different, like a poem style, that is not in Styles and Formatting? With Writer you can make your own styles to suit your needs.

Chapter 7, Working with Styles, describes in detail the options on the various pages of the Paragraph Style dialog box. This section provides an example of a typical use of custom paragraph styles.

We will create a *Poem* paragraph style and a *Poem Header* paragraph style, with the following properties:

- *Poem*: Centered, with a font size of 10pt.
- *PoemHeading*: Centered, bold, with a 12pt font size.

In addition, a *PoemHeading* style is to be followed by a *Poem* style. In other words, when you press *Enter*, the next paragraph style in the document changes to *Poem*.

| **Note** | You may have noticed this behavior already. After you enter a heading using a *Heading* paragraph style and press *Enter*, the next style switches to *Text body*. |
|---|---|

### Creating the *Poem* paragraph style

Our next example creates the *Poem* style. We will use the *Default* style as a starting point.

1) Click the **Styles and Formatting** icon or press *F11*.
2) Click the **Paragraph Styles** icon (first from the left).
3) Right-click **Default** and choose **New**.

The Paragraph Style dialog box opens, with the **Organizer** page selected. To create a c*ustom style*, you have to understand and configure the top three entries.

| ***Style fields*** | ***Description*** |
|---|---|
| **Name** | This is the name of the style itself, like *Heading 1* or *Text body*.<br>Set (type in the text box) the name to **Poem**. |
| **Next Style** | This is the style of a paragraph that follows the paragraph that is in *Poem* style. When you press *Enter* while typing text in the *Poem* style, this style is applied to the new paragraph.<br>Set this value to **Poem**. When you press *Enter*, the text of the new paragraph will remain in the *Poem* style. |
| **Linked with** | If the *Poem* style is linked with another style, say *Default*, then any change in *Default* will affect *Poem*, just as you saw with *Heading* in the previous section.<br>For our example, this is not the behavior we want. Set this entry to **– None –**. This means that *Poem* is not linked with any other style. |

Select the Custom Styles category for new styles. After making these changes, your dialog box should look like Figure 206.

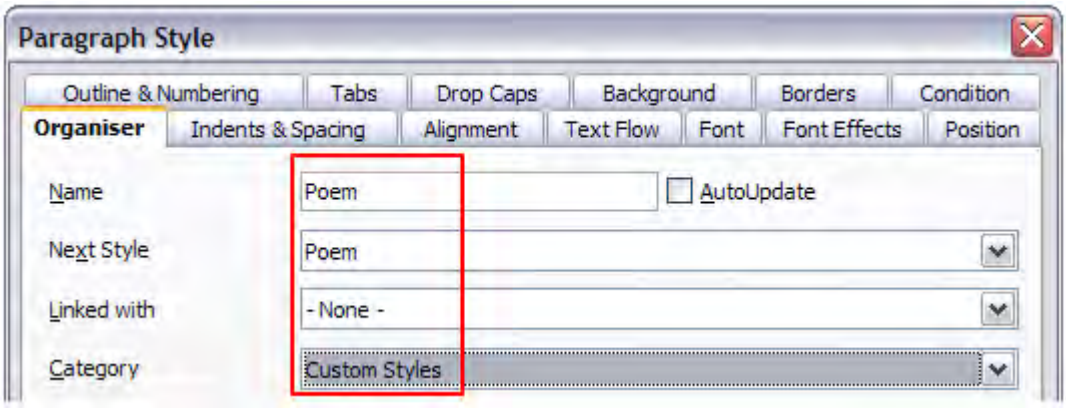



*Figure 206: Initial configuration for the Poem style. Set the first three entries as shown.*

The next step is to configure the alignment and font properties of this style.

- On the *Alignment* page, select the **Center** option.
- On the *Font* page, select the **12pt** font size.

Click **OK** to save the new *Poem* style.

## Creating the PoemHeading style

Create a new *PoemHeading* style. Use the same procedure as before, using with these changes:

- *Next Style*: Select **Poem**, not **PoemHeading**.
- *Linked with*: **Heading**.

The dialog box should look like Figure 207.

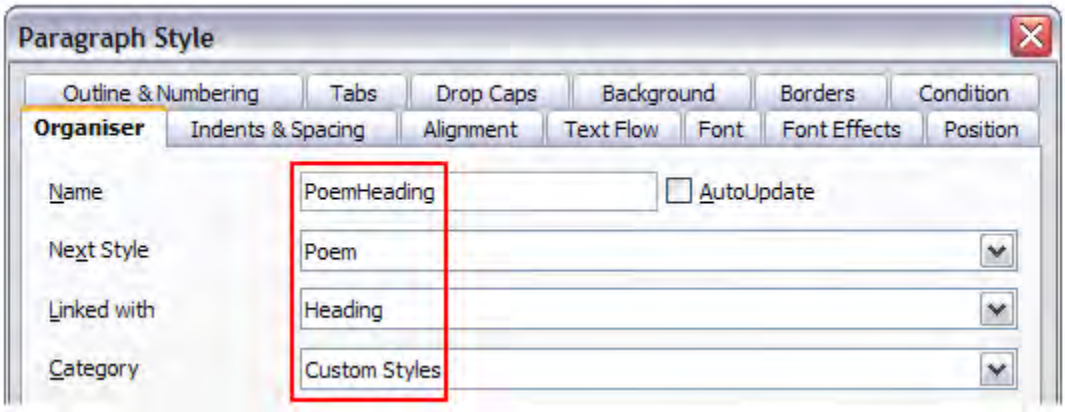



*Figure 207: Settings for the PoemHeading style*

Now set the settings of the new style:

1) On the *Alignment* page, select **Center**.
2) On the *Font* page, choose **Bold** and size **14pt**.

Click **OK** to save the new *PoemHeading* style.

## Sample poem

It is a good idea to test out your new styles and see if you are happy with them. Typing a poem using the styles we have just defined should produce the results in Figure 208.

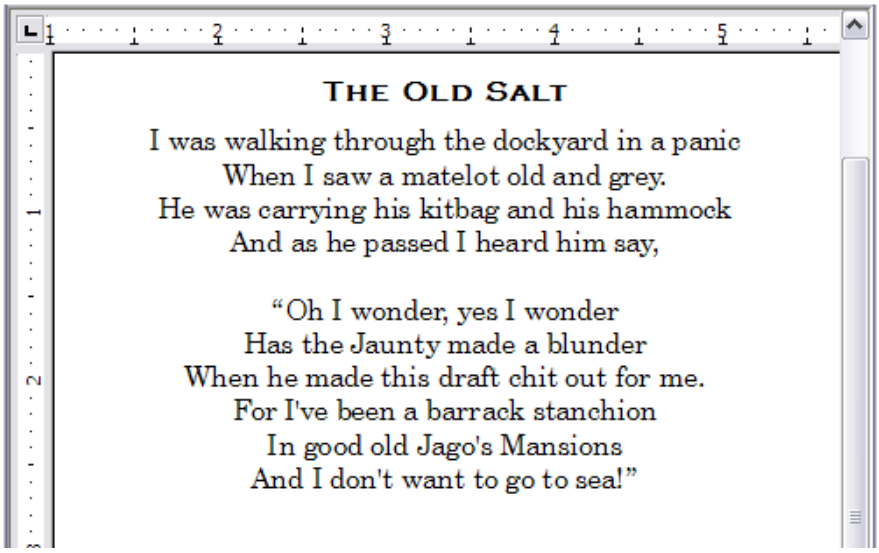

THE OLD SALT
I was walking through the dockyard in a panic
When I saw a matelot old and grey.
He was carrying his kitbag and his hammock
And as he passed I heard him say,
"Oh I wonder, yes I wonder
Has the Jaunty made a blunder
When he made this draft chit out for me.
For I've been a barrack stanchion
In good old Jago's Mansions
And I don't want to go to sea!"

*Figure 208: Sample poem*

## Changing the formatting of your styles

One of the main advantages of styles is that they allow the document formatting to be changed after the content has been written. For example, suppose you have written a 100-page book of poetry. Then you decide you don't like the way the poems look after all. Or, perhaps, your publisher doesn't like it.

To learn about reconfiguring styles, we add an indentation to the *Poem* style instead of centering it.

### *Indent Poem*

First, set the *Poem* style to left alignment:

1) In the Styles and Formatting window, select **Poem** and right-click and select **Modify**.
2) On the *Alignment* page, select **Left**.

Set the indentation:

1) Click the **Indents & Spacing** tab.
2) Under *Indent*, set the indentation before the text to **`2in`**.

Done! Click **OK**, and you should see the text change.

## Final result

After all these changes, the poem should look similar to Figure 209. Note in the figure that a third style has been created for the author of the poem.

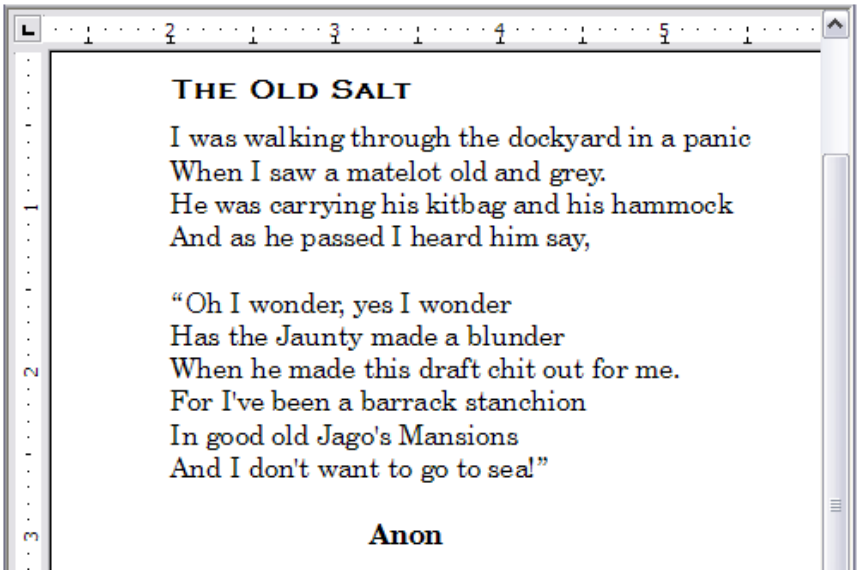

THE OLD SALT
I was walking through the dockyard in a panic
When I saw a matelot old and grey.
He was carrying his kitbag and his hammock
And as he passed I heard him say,
"Oh I wonder, yes I wonder
Has the Jaunty made a blunder
When he made this draft chit out for me.
For I've been a barrack stanchion
In good old Jago's Mansions
And I don't want to go to sea!"
Anon

*Figure 209: Final result, using three custom styles*

## Copying and moving styles

Styles are part of the document properties, therefore changes made to a style or new styles you create are only available within the document they belong to. Styles always stay with a document. So, for example, if you e-mail a document to another person, the styles go with it.

If you want to reuse modified or new styles in other documents, you need to either save the styles in a template (see Chapter 10) or copy the styles into the document where you want to use them.

You can copy or move styles from one template or document to another in two ways:

- Using the Template Management dialog box.
- Loading styles from a template or document (see page 175).

### Using the Template Management dialog box

To copy or move styles using the Template Management dialog box:

1) Click **File > Templates > Organize**.
2) At the bottom of the Template Management dialog box, choose either **Templates** or **Documents**, as needed. For example, if you are copying styles between two documents, both entries should say Documents.

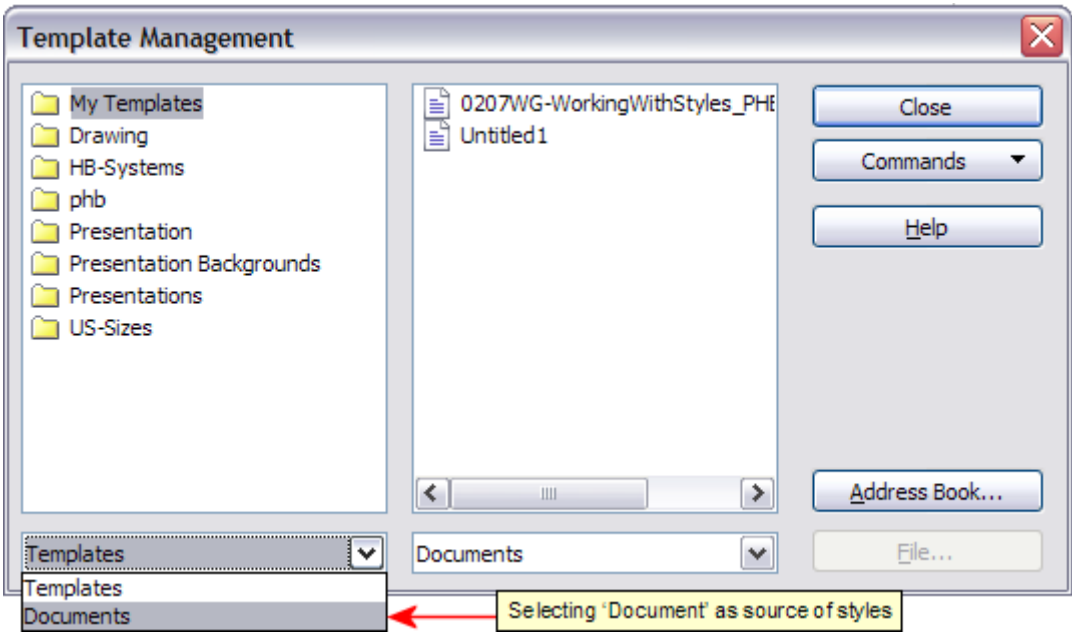



*Figure 210: Choosing to copy styles from a document, not a template*

3) To copy or move styles from a file not shown in the list, click the **File** button. Navigate to the wanted file using the *Open* dialog box, select it and click **Open**. When you return to this window, both lists show the selected file, as well as all the currently open documents.
4) Double-click on the name of the template or document and then double-click the **Styles** icon to show the list of individual styles.
5) To *copy* a style, hold down the *Control* key and drag the name of the style from one list to the other.
6) Repeat for each style you want to copy or move. When you are finished, click **Close**.

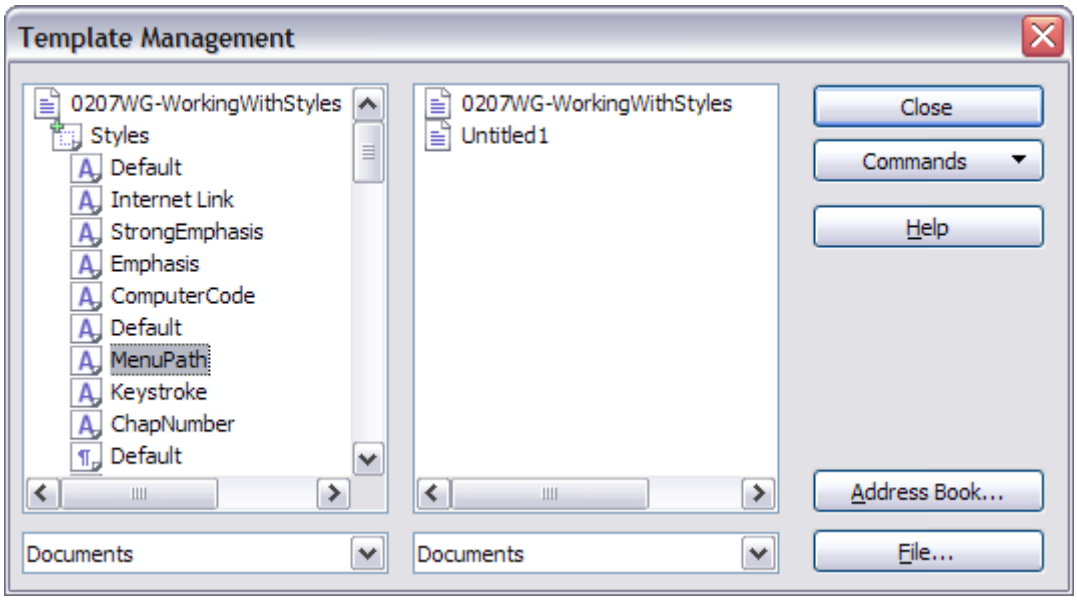



*Figure 211: Copying a style from one document to another*

**Caution**

If you do not hold down the *Control* key when dragging, the style will be moved from one list to the other. The style will be deleted from the list you are dragging it from.

## Deleting styles

It is not possible to delete LibreOffice's predefined styles from a document or template, even if they are not in use. However, custom styles can be deleted.

To delete an unwanted style, right-click on it in the Styles and Formatting window and choose **Delete**. If the style is in use, a message appears, warning you that the style is in use and asking you to verify that you really want to delete the style.

If the style is not in use, a different message appears, asking you to verify that you really want to delete the style.

| | |
|---|---|
| **Caution** | If you delete a style that is in use, all objects with that style will return to the style it was based on (linked with) but retain some of the deleted style's formatting as manual formatting. |

| | |
|---|---|
| **Tip** | If an unwanted paragraph style is in use, you can use **Find & Replace** to replace it with a substitute style before deleting it. See Chapter 3, Working with Text, for more information. |

## Assigning styles to shortcut keys

You can configure shortcut keys to quickly assign styles in your document. Some shortcuts are predefined, such as *Ctrl+1* for the *Heading 1* paragraph style and *Ctrl+2* for *Heading 2*. You can modify these shortcuts and create your own. See Chapter 16, Customizing Writer, for details.

## Defining a hierarchy of headings

**Tools > Outline Numbering** defines the hierarchy of headings in a document. Headings can be numbered or not; typically the first-level headings in a book-length document are the next level of headings after the chapter titles, which may be numbered, but lower-level headings are not numbered. Some chapter title and heading styles (such as those commonly used in engineering documents) number each chapter and heading level, for example 1, 1.1, 1.2, 2, 2.1, and so on. When chapters or sections are added or deleted, the numbering is automatically changed.

Paragraph styles are the key to LibreOffice's outline numbering feature. The default paragraph styles assigned to outline levels are the heading styles supplied with LibreOffice: *Heading 1*, *Heading 2*, and so on. However, you can substitute any styles you wish, including custom (user-defined) styles.

The headings defined using the outline numbering feature can be used for more than the table of contents (described in Chapter 12). For example, fields are commonly used to display headings in headers and footers of pages (see Chapter 14, Working with Fields), and Writer can send the outline to Impress to use as the basis for a presentation (see the *Impress Guide* for details).

### Choosing paragraph styles for outline levels

If you are using the default heading styles for the headings in your outline, and you do not want to use heading numbering, you do not need to do anything on the Outline Numbering dialog box. The default outline numbering scheme uses the default heading styles (Heading 1, Heading 2, and so on).

To use custom styles in place of one or more of the default heading styles:

1) Choose **Tools > Outline Numbering** to open the Outline Numbering dialog box.
2) Click the number in the *Level* box corresponding to the heading for which you want to change the paragraph style.

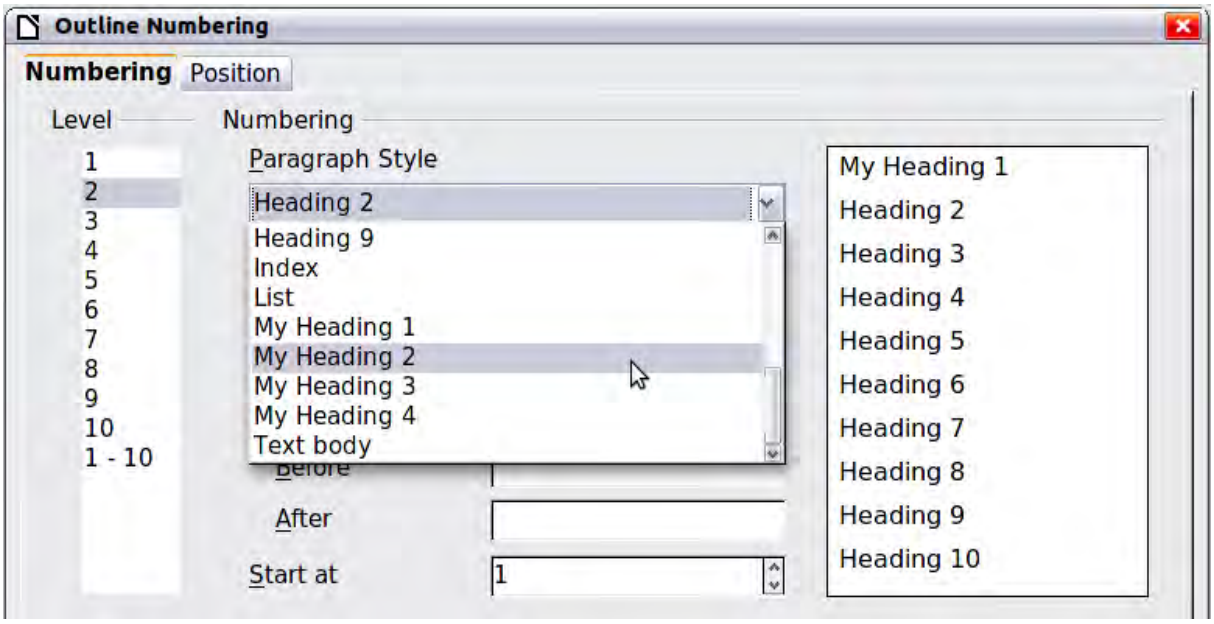



*Figure 212: Choosing paragraph styles for outline levels*

3) In the *Numbering: Paragraph Style* section, choose from the drop-down list the paragraph style you want to assign to that heading level. In this example, you might choose **My Heading 1** to replace **Heading 1** and for **Level 2**, **My Heading 2** to replace **Heading 2**.
4) Repeat for each outline level that you want to change. Click **OK** when done.

## Assigning outline levels to other styles

In Writer, you can assign an outline level to any paragraph style. This feature enables you to create a table of contents that includes those headings along with the headings using styles listed in the Outline Numbering dialog box. For example, you might use a different sequence of styles for annexes (appendixes), but you want the annex headings and subheadings to appear in the TOC at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering page for the style, and select the required outline level. Click **OK** to save this change.

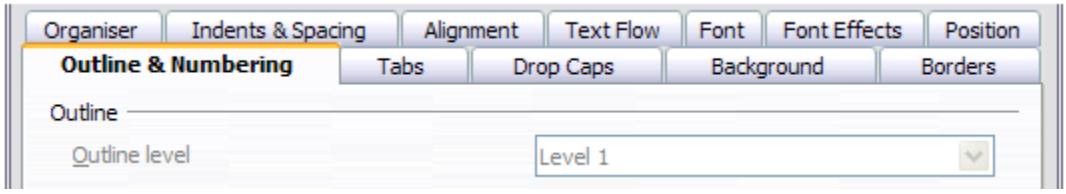



*Figure 213: Specifying an outline level for a paragraph style*

## Setting up heading numbering

If you want one or more heading levels to be numbered, many choices are available; this example defines a scheme to create headings that look like those in the illustration below.

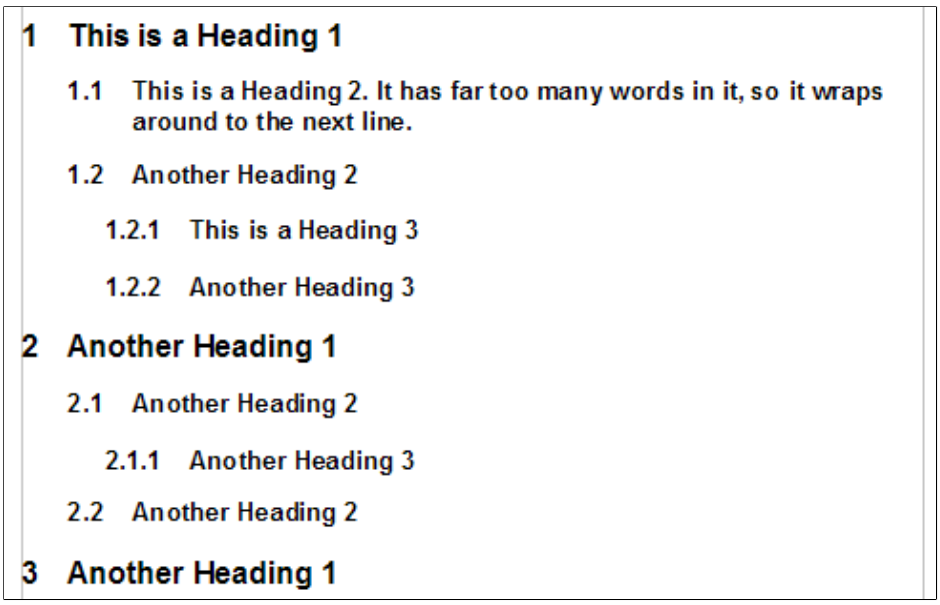

1 This is a Heading 1
1.1 This is a Heading 2. It has far too many words in it, so it wraps around to the next line.
1.2 Another Heading 2
1.2.1 This is a Heading 3
1.2.2 Another Heading 3
2 Another Heading 1
2.1 Another Heading 2
2.1.1 Another Heading 3
2.2 Another Heading 2
3 Another Heading 1

*Figure 214: The numbering scheme to be set up*

Use the Numbering page of the Outline Numbering dialog box to define the numbering scheme and its appearance. Figure 215 shows the default settings.

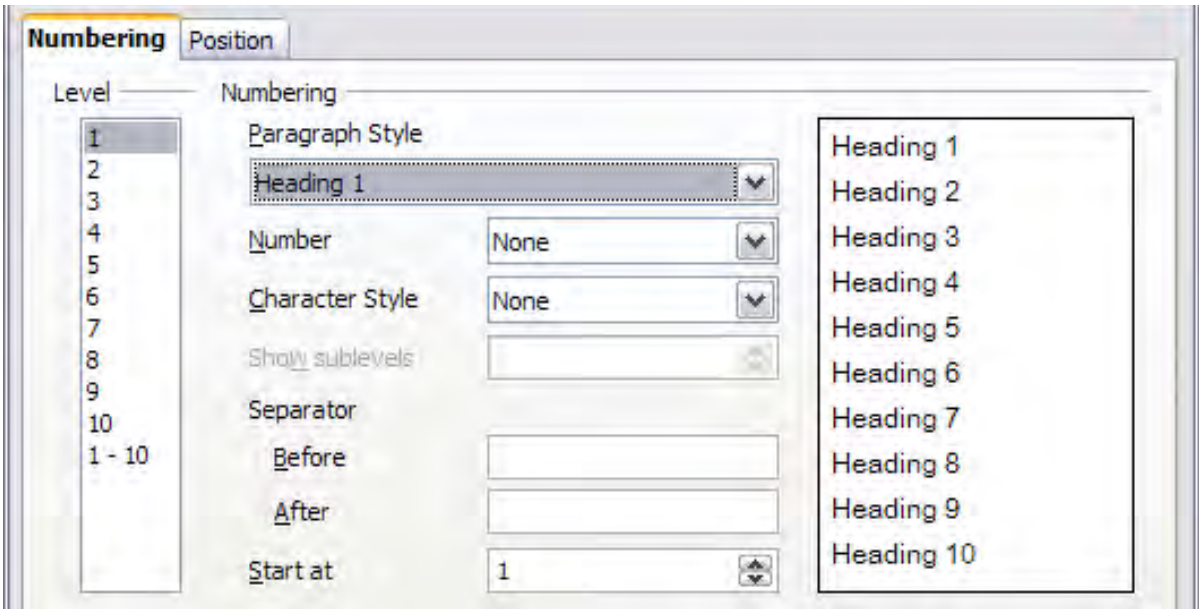



*Figure 215: Default settings on the Outline Numbering dialog box*

1) In the *Level* list, choose **1**. In the *Number* list, choose **1, 2, 3, ...**. The result is shown in the preview box on the right in Figure 216.

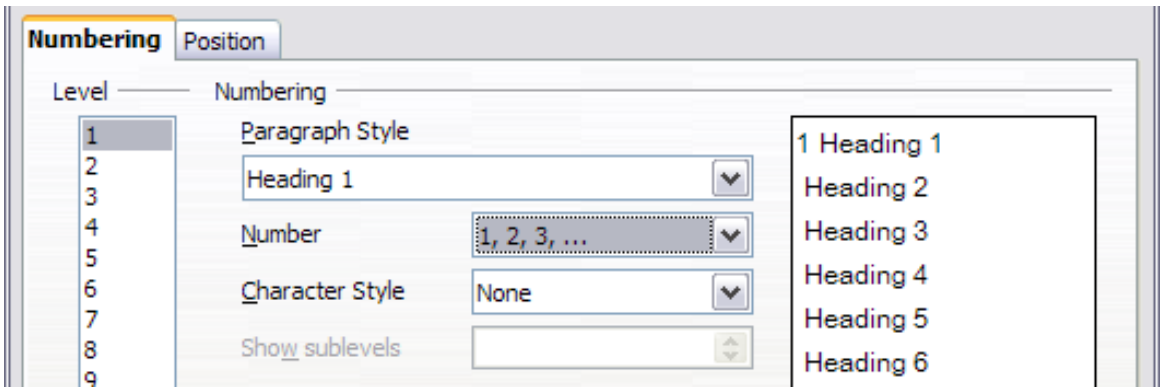



*Figure 216: Specifying numbering of Level 1 headings*

2) In the *Level* list, choose **2**. In the *Number* list, choose **1, 2, 3, ...**. The *Show sublevels* list is now active; it should show **2** (if not, choose **2**). The result is shown in Figure 217.

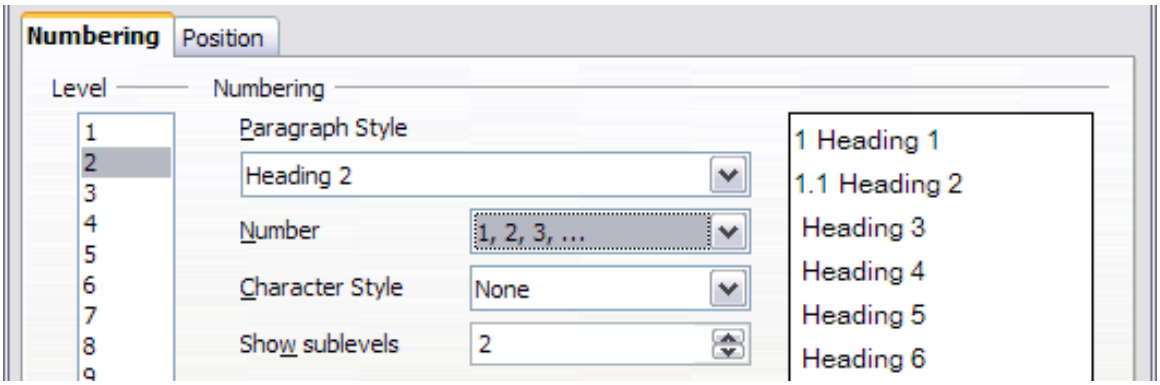



*Figure 217: Specifying numbering of Level 2 headings*

3) In the *Level* list, choose **3**. In the *Number* list, choose **1, 2, 3, ...**. The *Show sublevels* list should show **3** (if not, choose **3**). The result is shown in Figure 218.

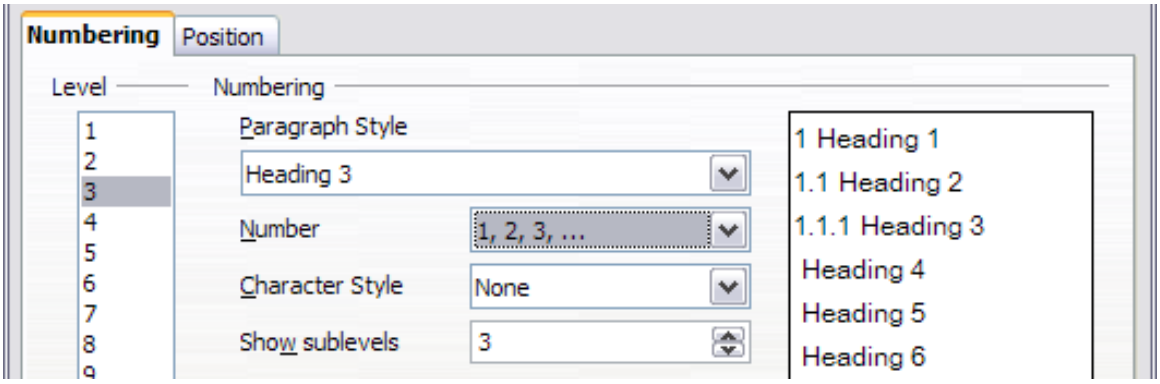



*Figure 218: Specifying numbering of Level 3 headings*

These choices produce the layout shown in Figure 219.

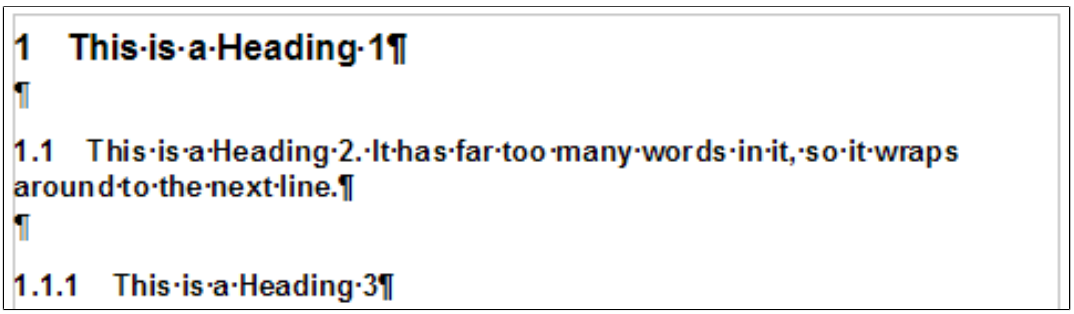



*Figure 219: Results of numbering choices for headings*

## Setting up the indentation of headings

Whether or not the headings are numbered, you may want to change some of their formatting. For example, you may want the second-level and third-level headings to be indented from the margin. For numbered headings, you may also want the second line of long headings to line up with the first word of the heading, not the number. For these changes, use the **Position** page of the Outline Numbering dialog box.

| **Note** | The Position page for documents created in LibreOffice is slightly different from the Position page for documents created in earlier versions of similar programs that are opened in LibreOffice. This difference is provided for backwards compatibility. For more information, refer to “Position page for older documents opened in LibreOffice” (under “Creating a new list style”) in Chapter 7, Working with Styles. |
|---|---|

### *Positioning in new LibreOffice documents*

Figure 220 shows the Position page as it appears for documents created in LibreOffice.

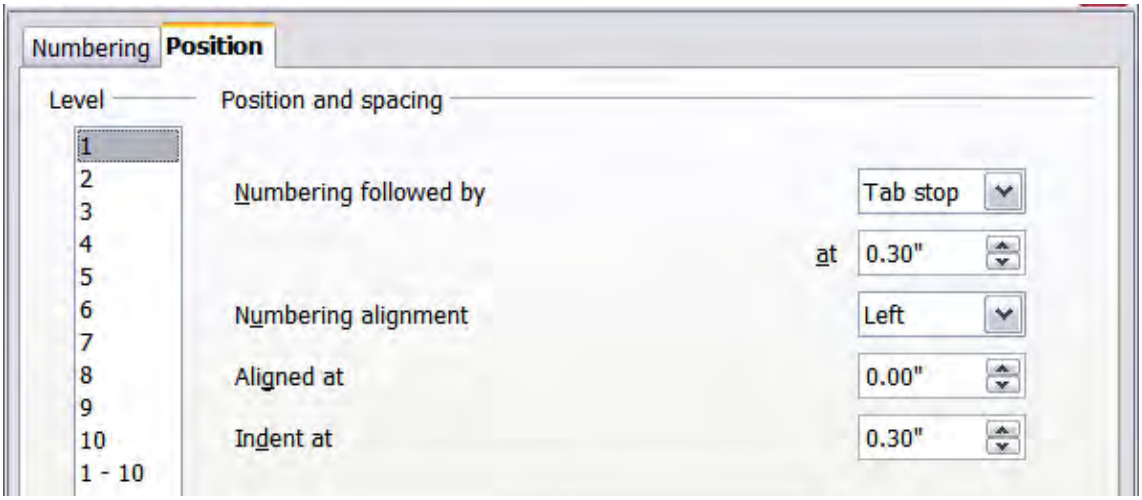



*Figure 220: Setting up the position of level 1 headings*

1) In the *Level* list on the left, choose 2. Change the values for *Numbering followed by... at* and *Aligned at*, as shown in Figure 221. You may want to use a different value. This indents the entire heading but does not affect the way long headings wrap around (see Figure 222).

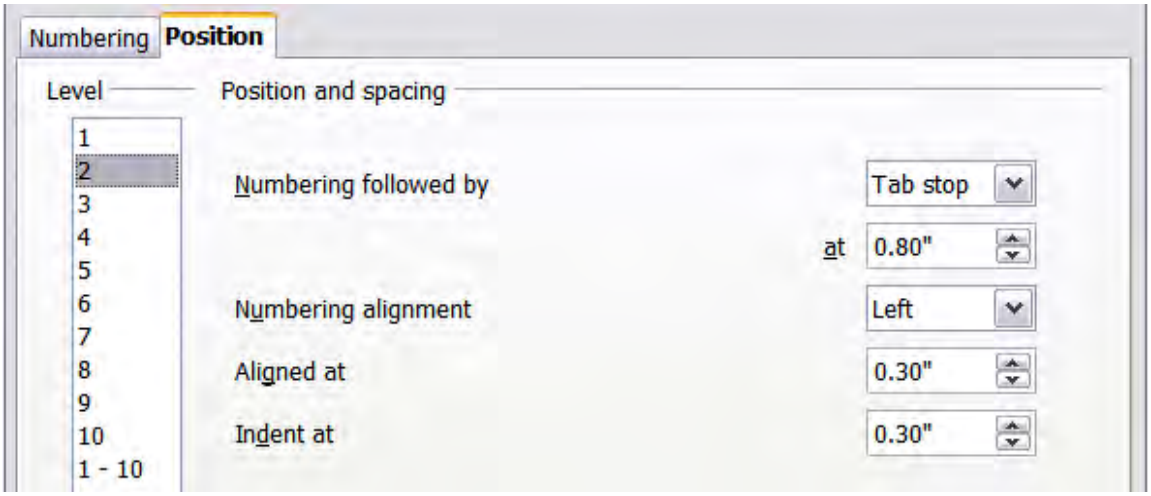



*Figure 221: Indenting Level 2 headings*

*Figure 222: Result of changes to indentation of Level 2 headings*

2) To change the wrapping behavior of long headings, change *Indent at* to a larger value, as shown in Figure 223. The result is shown in Figure 224.

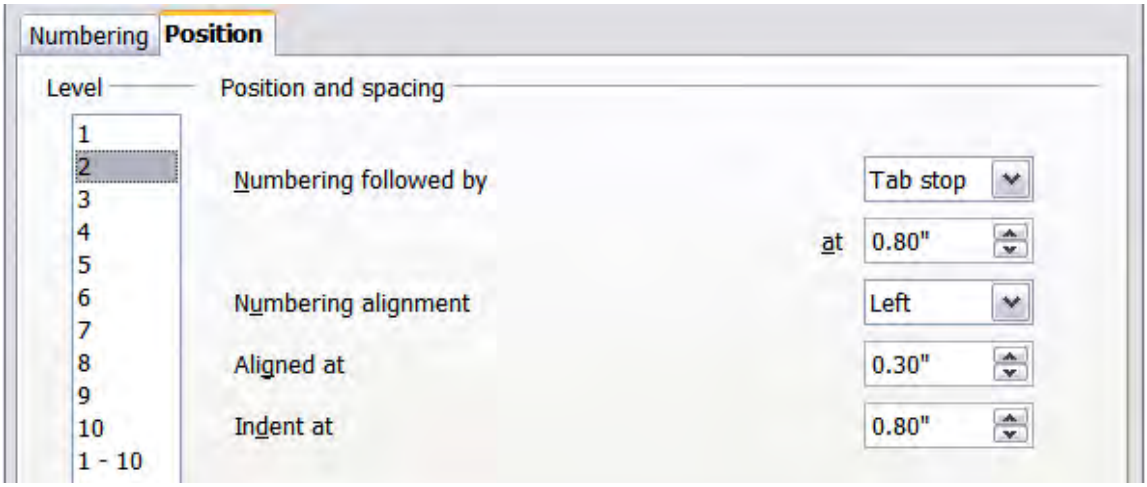



*Figure 223: Wrapping long headings*

*Figure 224: Result of changing Indent at value*

3) In the *Level* list, choose 3. Change the values for *Numbering followed by... at*, *Aligned at*, and *Indent at*, as shown in . The final result is shown in Figure 225.

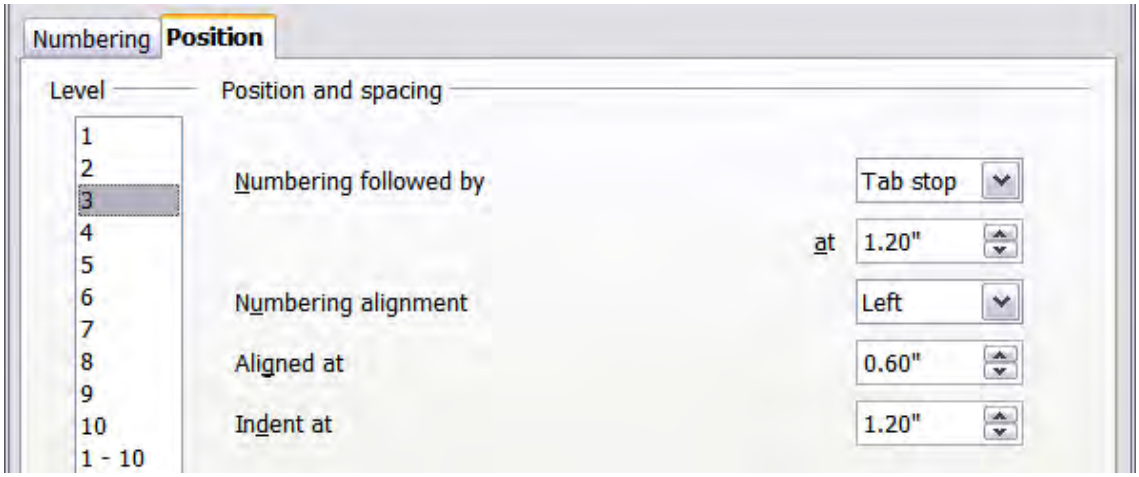



*Figure 225: Indenting level 3 headings*

LibreOffice
The Document Foundation

# *Chapter 7*
# *Working with Styles*

# Introduction

Chapter 6, Introduction to Styles, describes the basics of how to use, apply, and manage styles. This chapter gives a more detailed description of how to create or modify a style, using the many options available on the various pages of the Style dialog box. You will learn how these options affect the appearance of the style and how to use them efficiently. Examples and hints are also provided.

The Style dialog boxes share many of the same pages as the manual formatting dialog boxes, so you can also use this chapter to help you apply manual formatting (though you do not need that if you use styles).

# Creating custom (new) styles

In addition to using the predefined styles provided by LibreOffice, you can add new custom (user-defined) styles. In Chapter 6, two methods are given for creating a new style: the drag-and-drop approach and the **New Style from Selection** icon in the Styles and Formatting window.

These methods are very convenient because it is possible to immediately check the visual effects that the style produces before creating it. However, they may require you to access several different menus, and you have a somewhat reduced amount of control on style (particularly when it comes to organizing them). The method described in this chapter, therefore, concerns only the use of the Style dialog box.

## The Style dialog box

Open the Styles and Formatting window. Select first the category of style you want to create by clicking on the appropriate icon in the top part of the Styles and Formatting window. For example, select the third icon from the left if you want to create a new frame style.

Right-click in the main part of the window and select **New** from the pop-up menu. If you right-click on an existing style, the new style will be linked to the style you clicked on. If you right-click on an empty area, then the initial settings of the style are copied from the *Default* style of the corresponding category.

The dialog box that is displayed depends on the type of style you selected. Many of the pages are the same as those that are displayed when manual formatting is applied. Therefore, if you are familiar with manual formatting, you will find that you already know how to use most of the options.

| **Tip** | The dialog boxes used to create a new style and to modify an existing style are exactly the same, with one exception: conditional styles have a different dialog box. See “Working with conditional paragraph styles” on page 215. |
|---|---|

## The Organizer page

When creating a new style, the first page you need to set up is the *Organizer,* which is shown in Figure 226. This page is common to all style categories. Therefore, it is described only once.

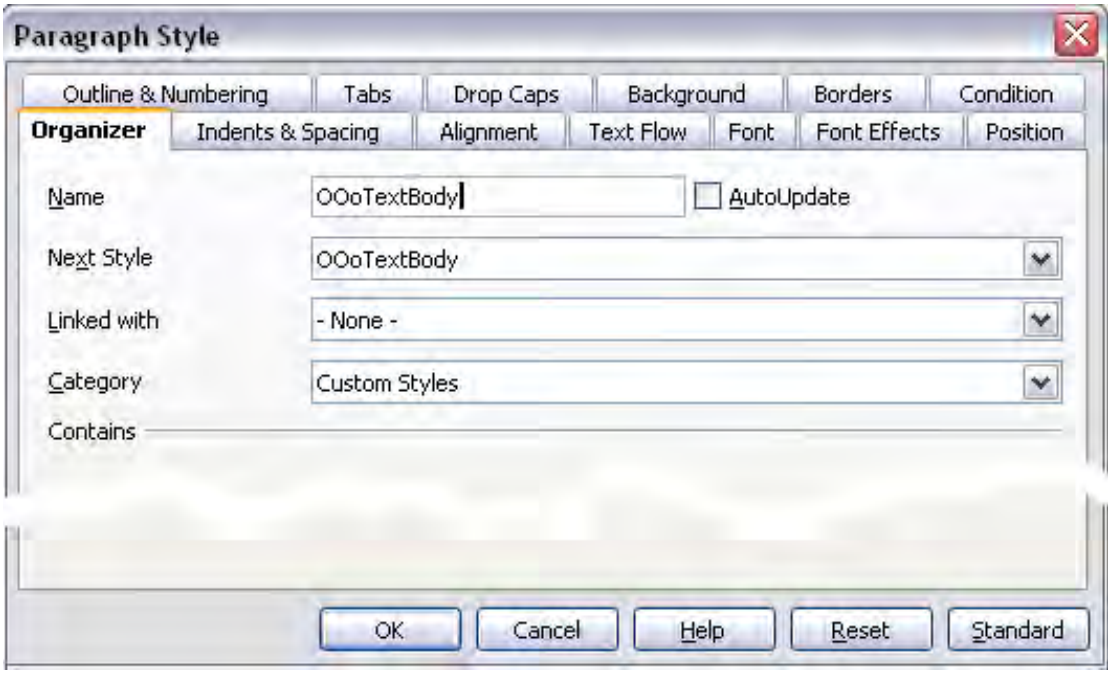



*Figure 226: The Organizer page displayed when a new style is created.*

Depending on the style you are creating, you will find the following information on this page:

- **Name**: present on all the categories—use this field to give a name to the style you are creating.
- **AutoUpdate**: only present for paragraph and frame styles. If it is checked, then Writer will apply any modification made manually to a paragraph formatted with that style to the style itself.

**Caution**

If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled, or you will suddenly find whole sections of your document reformatted unexpectedly.

- **Next Style**: only available for paragraph and page styles. Use it to specify which style will be applied to the next element. It is customary, for example, to have a left page style followed by a right page, a first page followed by a left page, a heading followed by body text, and so on. You will see in the example later how this property is used. Predefined paragraph styles for lists or bullets also make large use of the *Next Style* property.
- **Linked with**: available for paragraph, character, and frame styles; it determines the position of the style in the hierarchy. When creating a new style and linking it to an existing style, all the starting properties of the style are copied from the linked style. Refer to “Understanding linked styles” on page 204 for further information on how linked styles work.
- **Category**: available for all styles; use it to associate the new style with one of the categories. Note that you cannot change the category of the predefined styles. Setting this field is useful when filtering the contents of the Styles and Formatting window.
- **Contains**: shows a summary of the properties of the style.

## Understanding linked styles

When creating a new paragraph or a new character style, you may use an existing style as a starting point for its settings. In this sense, LibreOffice *links* the styles together.

When styles are linked, a change in the *parent* style affects every style linked to it. You can easily visualize the connections between styles by switching to the **Hierarchical** view in the Styles and Formatting window filter.

For example, every *Heading* style (such as *Heading 1*, *Heading 2*) is linked with a style called *Heading*. This relationship is illustrated in Figure 227.

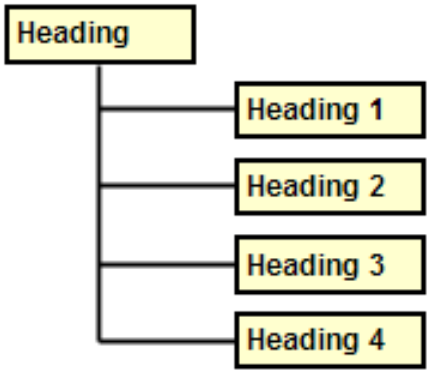



*Figure 227: Hierarchical view of linked styles.*

Linking styles is a very powerful method to create “families” of styles and allows you to change their properties simultaneously. For example, if you decide that all the headings should be blue (such as in this guide), you only need to change the font color of the parent style to achieve the desired result. Note however, that changes made to a parameter of the parent style do not override changes previously made to the same parameter in the child styles. For example, if you changed the *Heading 2* font color to green, a change of the font color of the *Heading* style (the parent style) to red will not affect the *Heading 2* font color.

You can easily check which properties are specific to a style by looking at the *Contains* section of the *Organizer* page. In case you want to reset the properties of a child style to that of the parent style, click the **Standard** button located at the bottom of each Paragraph and Character style dialog page.

| **Note** | You cannot define a hierarchical style structure for Page, Frame and List styles. |
|---|---|

### *Creating a linked style*

To create a linked style, you can either specify the parent style (the “linked with” style) in the **Organizer** page of the Style dialog box, or you can start creating a new style by right-clicking in the Styles and Formatting window on the style to be linked with and selecting **New** from the drop-down menu.

### *Example: Changing a property of a parent style*

Suppose that you want to change the font of not only *Heading 1* or *Heading 2*, but *all* headings. The easiest way to do that is to take advantage of *linking*.

Open the Styles and Formatting window (press *F11*), select **Heading**, then *right-click* **> Modify** (Figure 228) to open the Paragraph Style dialog box for the *Heading* style.

Select the **Font** tab, then select a font and click **OK** (Figure 229).

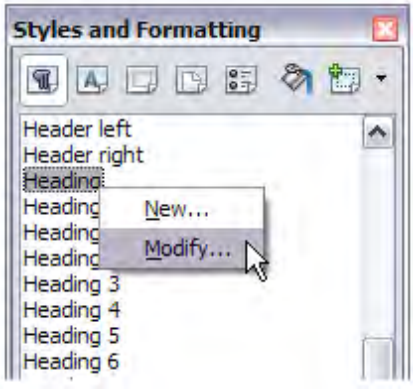



*Figure 228: Select Heading style.*

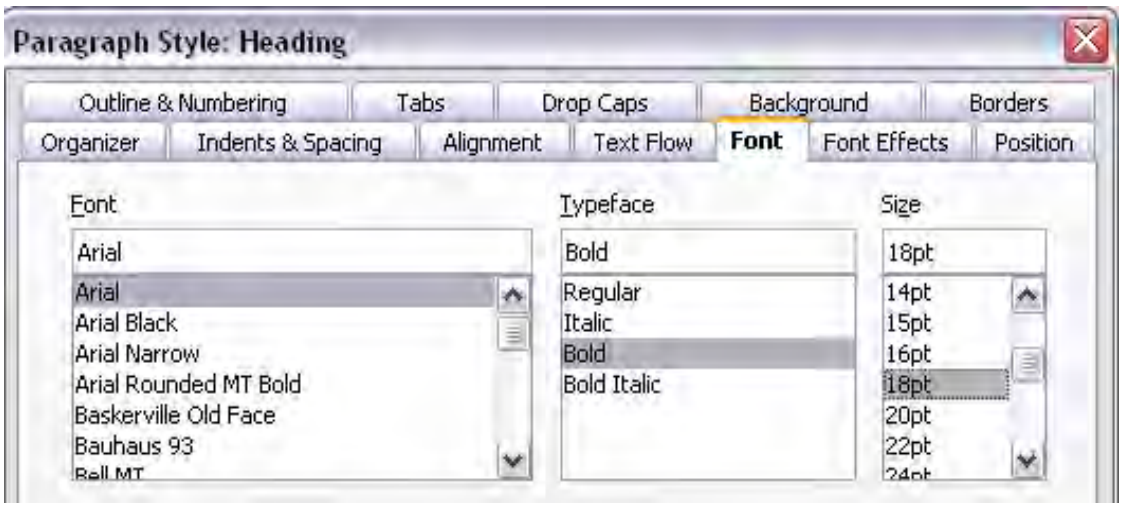



*Figure 229: Select the heading font.*

Now, the fonts of all the heading styles (*Heading 1* through *Heading 10*) are changed in a single operation. Figure 230 shows on the left a document using the headings 1, 2 and 3 and on the right the same document after changes have been made to the *Heading* style.

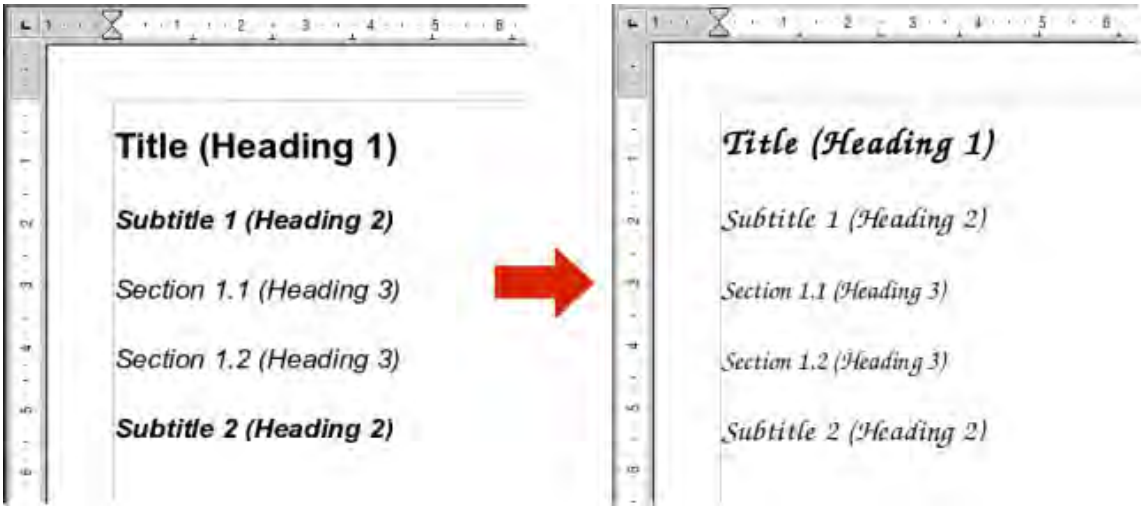



*Figure 230: Effects of changing the Heading style font.*

## Working with paragraph styles

Although this section describes most of the parameters scattered over the twelve tabbed pages shown in Figure 229, you do not need to configure them all. In fact, in the vast majority of cases it is sufficient to modify only a few attributes, particularly if you make use of the linking properties of styles or when basing the new style on one which is already similar.

### Settings on the Indents & Spacing page

On the Indents & Spacing page, you can set up the parameters that affect the position of the paragraph on the page and the spacing between lines and between this paragraph and the paragraphs nearby. The right hand side of the page shows a preview of the applied settings.

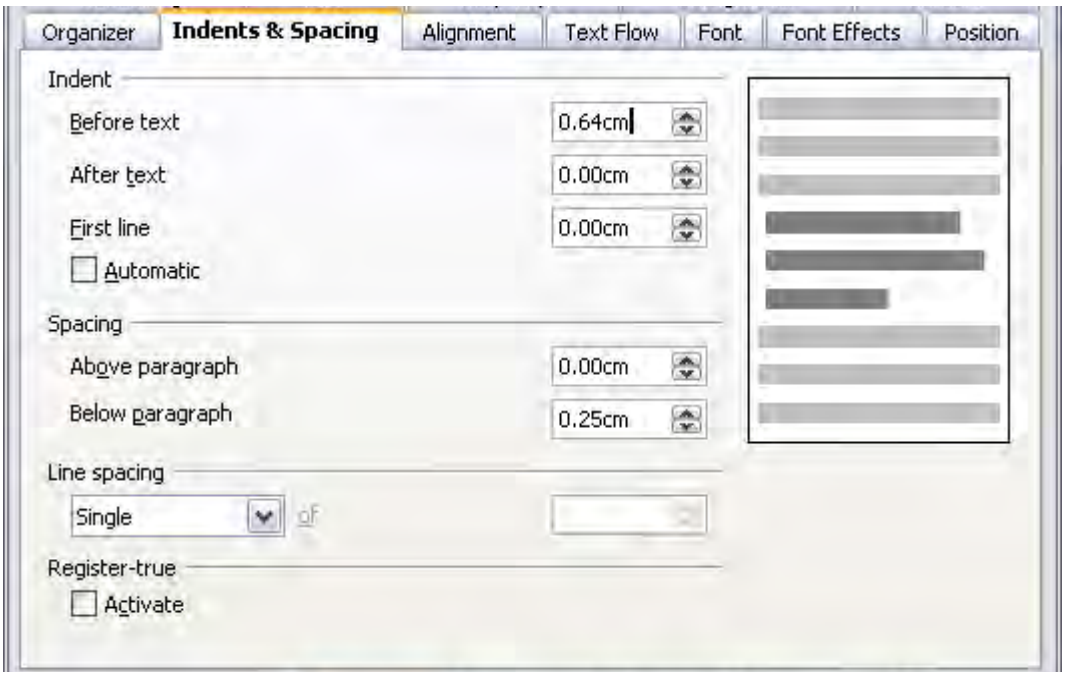



*Figure 231: Settings on the Indents and Spacing page of a paragraph style*

Use the *Indent* section of the page to set up the indentation, using these parameters:

- **Before text**: controls the space in the selected unit of measurement between the left margin of the page and the leftmost part of the paragraph area. Entering a negative value results in the text starting on the left of the margin. This may be useful in situations where your left margin is quite wide, but you want the headings to be centered in the page.
- **After text**: controls the space in the selected unit of measurement between the right margin of the page and the rightmost part of the paragraph area. Entering a negative value results in the text extending into the right margin of the page.
- **First line**: enter in this box the offset (either positive or negative) of the first line of the paragraph relative to the paragraph area. A positive value increases the indentation of the first line, while a negative value makes the first line start to the left of the paragraph area.
- **Automatic**: check this box to allow Writer to automatically control the indentation of the first line. The value is calculated by Writer on the basis of the font size and other parameters.

Use the *Spacing* section of the page to determine the amount of vertical space above and below the paragraph. It is customary to include some “space above” in heading styles so that they are separated from the text body of the previous section without the need to insert empty paragraphs. Spacing between paragraphs is also normal in certain types of documents. The body text style of this guide is configured to leave some space between consecutive paragraphs.

The spacing between paragraphs does not affect the spacing between lines, which is instead controlled using the drop-down box in the *Line spacing* section. You can select one of the following values:

- **Single**: the default setting—applies a single line spacing to the paragraph. This is calculated automatically based on the font size.
- **1.5 lines**: sets the line spacing to 1.5 lines.
- **Double**: sets the line spacing to 2 lines.
- **Proportional**: this value activates the edit box next to the drop-down list where you can enter a percentage value. 100% means a single line spacing, 200% double line spacing and so on.

- **At least**: this choice activates the edit box next to the drop-down list, where you can enter the minimum value (in your selected unit of measurement) to be used for the line spacing.
- **Leading**: if this value is selected, you can control the height of the vertical space inserted between two lines (from the bottom of the font of the line above to the top of the font of the line below). See Figure 232.
- **Fixed**: this choice activates the edit box next to the drop-down list, where you can enter the exact value of the line spacing.

| Tip | When using different font sizes in the same paragraph, the line spacing will be uneven, as Writer automatically calculates the optimal value. To obtain evenly spaced lines, select **Fixed** or **At least** in the drop-down list and a value that is large enough to create a spacing between the lines sufficient to account for the largest font size used. |
|---|---|

The last parameter that can be set in this page is *Register-true*. If you have activated the Register-true for the page style in use (refer to "General settings for the page style" on page 221) then the *Reference style* and all the styles hierarchically dependent on it will have the **Activate Register-True** box selected. You may, however, want to activate the vertical grid also for other styles (or not apply it to styles dependent on the reference style) and this is where this can be done.

## Settings on the Alignment page

Use the Alignment page to modify the horizontal alignment of the text, choosing between **Left**, **Right**, **Center**, and **Justified**. The results of the selection are shown in a preview window on the right-hand side of the page.

When selecting the *Justified* alignment, you can also decide how Writer should treat the last line of the paragraph. By default, Writer aligns the last line to the left, but you can choose to align it to the center or to justify it also (meaning that the words on the last line will be spaced in order to occupy it fully). If you select the **Expand single word** option, then whenever the last line of a justified paragraph consists of a single word, this word is stretched by inserting spaces between characters so that it occupies the full length of the line.

The alignment page is also used to control the *Text to Text* vertical alignment—useful when you have mixed font sizes on the same row. Choose the element of the fonts on the line that will be aligned between *Automatic*, *Baseline*, *Top*, *Middle*, *Bottom*. Refer to Figure 232 for a graphical representation of these reference points.

*Figure 232: Typographic measurements (from Wikipedia.org)*

## Text flow options for paragraph styles

The page of the dialog box controlling the text flow options is shown in Figure 233. This page is divided into three parts: *Hyphenation*, *Breaks*, and *Options*.

In the *Hyphenation* section, you can change three parameters:

- *Characters at line end*: controls the minimum number of characters to be left on a line before inserting a hyphen.
- *Characters at line begin*: controls the minimum number of characters that can be placed at the beginning of a new line following a hyphen.
- *Maximum number of consecutive hyphens*: controls the number of consecutive lines that terminate with a hyphen.

If you prefer Writer to automatically control the hyphenation, select the **Automatically** option.

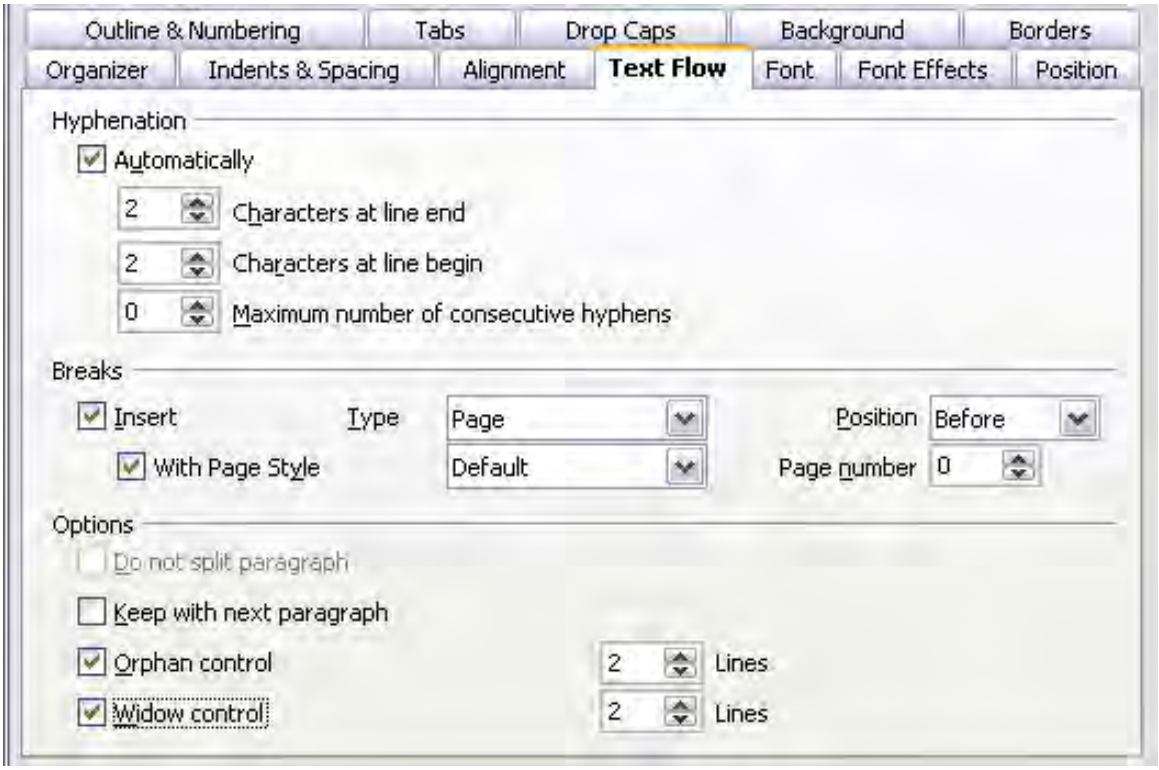



*Figure 233: The options on the Text Flow page of the Paragraph dialog box*

In the *Breaks* section, you can require a paragraph to start on a new page or column, as well as specify the position of the break, the style of the new page, and the new page number. A typical use for this option is to ensure that the first page of a new chapter always starts on a new (usually right-hand) page.

To always start a style on a new page, choose the following settings on the *Text Flow* page of the Paragraph Style dialog box:

1) In the *Breaks* section, select **Insert**. Make sure that *Type* is set to **Page** and *Position* is set to **Before**.
2) Select **With Page Style** and choose the page style from the list.
3) To continue page numbering from the previous chapter, leave *Page number* set at **0**. To restart each chapter's page numbering at 1, set *Page number* to **1**. Click **OK**.

| **Note** | If you want the first page of a new chapter to always start on a right (recto) page, make sure that the page style for the first chapter page is set for the *right page only* by making this selection in the *Layout settings* field on the **Page** tab of the Page Style dialog box. |
|---|---|

The *Options* section of the *Text Flow* page provides settings to control what happens when a paragraph does not fit on the bottom of a page:

- **Do not split paragraph** means that the paragraph is never split across two pages. If it does not fit on the bottom of one page, the entire paragraph moves to the top of the next page.
- **Keep with next paragraph** is appropriate for headings or the lead-in sentence to a list, to ensure that it is not the last paragraph on a page.
- **Orphan control** and **Widow control**. Widows and orphans are typographic terms. An *orphan* is the first line of a paragraph alone at the bottom of a page or column. A *widow* is the last line of a paragraph that appears alone at the top of the next page or column. Use these options to allow paragraphs to split across pages or columns but require at least two or more lines to remain together at the bottom or top of a page or column. You can specify how many lines must remain together.

## Font options for the paragraph style

Three pages of the Paragraph Style dialog box are dedicated to settings controlling the appearance of the font, namely, the *Font*, *Font Effects*, and *Position* pages. The use of the first two pages is straightforward. Many of the options used when creating a character style are discussed in “Creating a new character style” on page 217. Options that can be used when creating a paragraph style are described here.

### *Specifying a relative font size*

If you are creating a style based on another style (linked style), you can specify a font size *relative* to that other style—either as a percentage or as a plus or minus point value (–2pt or +5pt). Relative font sizes are commonly used for Web pages.

For example, the paragraph style *Heading 1* is based on the paragraph style *Heading*. The font size of the paragraph style *Heading* is 14pt, and the font size of paragraph style *Heading 1* is specified as 115%. Thus, the resultant font size of text in a paragraph formatted with the *Heading 1* paragraph style is 14pt times 115% = 16.1pt.

To specify a percentage font size: in the Paragraph Style dialog box, select the **Font** tab. In the *Size* box, enter the percentage amount followed by the symbol % (see Figure 234). Similarly, you can enter a plus or minus sign followed by the number of points to be added or subtracted from the base font size.

To change from a relative font size back to an absolute font size, enter the desired font size in points followed by the letters **pt**.

It is also possible to use a Percentage Font size for character styles.

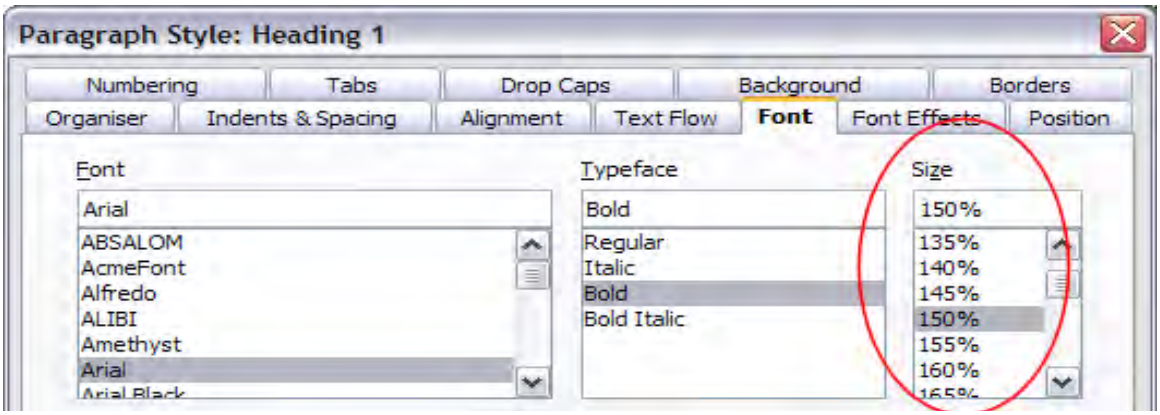



*Figure 234: Selecting a type size based on a percentage*

### *Selecting a language for a paragraph style*

The language you select for a document (on **Tools > Options > Language Settings > Languages**) determines the dictionary used for spell checking, thesaurus, hyphenation, the decimal and thousands delimiter used, and the default currency format.

Within the document, you can apply a separate language to any paragraph style. This setting has priority over the language of the whole document. On the *Font* page of the Paragraph Style dialog box, languages with installed dictionaries are marked in the *Language* list by a small **ABC** icon (Figure 235). When checking spelling, Writer will use the correct dictionary for paragraphs with this style. If you write documents in multiple languages, you can use the linked styles to create two paragraph styles that differ only in the language option. If you then want to change some of the other properties of the paragraph style, all you need do is to change the parent style.

To insert occasional words in a different language and avoid their being picked by mistake with the check-spelling function, it is more convenient to use a character style, as discussed in “Creating a new character style” on page 217.

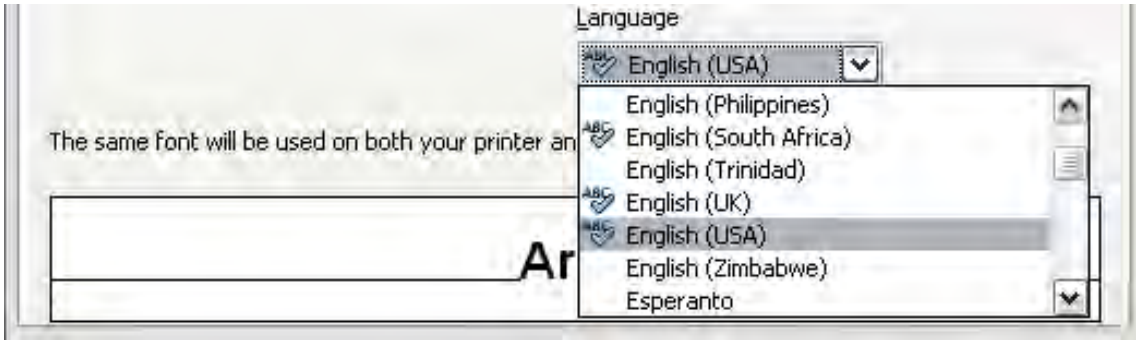



*Figure 235: Selecting a language for a paragraph style*

## Options for positioning text

The Position page of the Paragraph Style dialog box collects all the options that affect the position of the text on the screen or printed page. This page is divided into three sections, plus a preview area. They are: *Position*, *Rotation*, and *Scaling*.

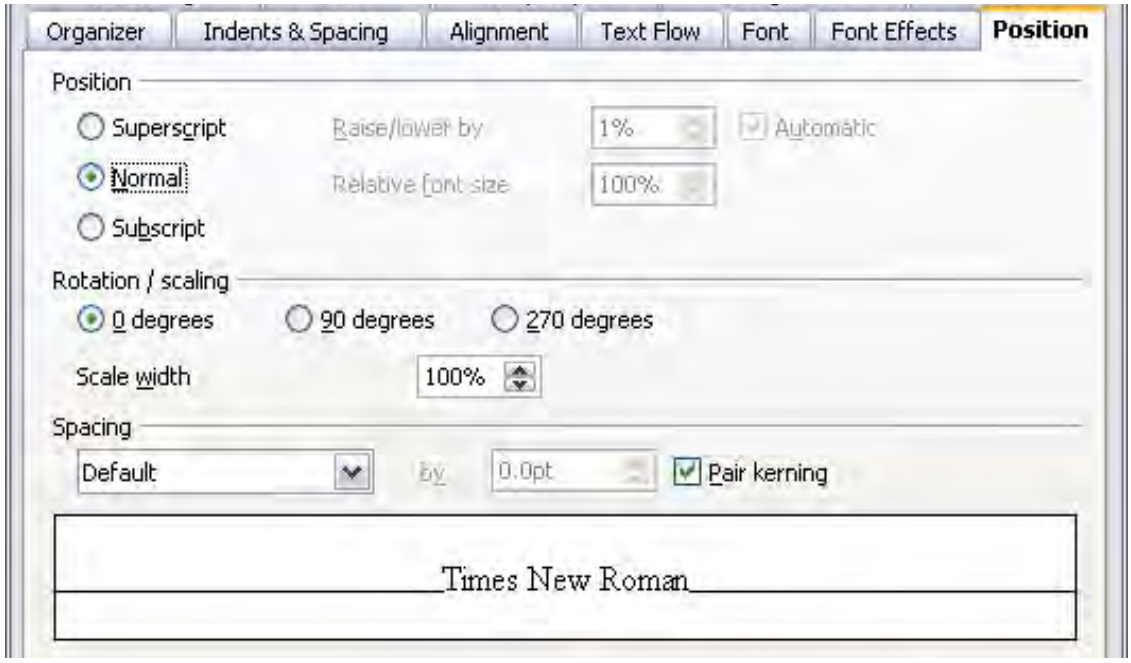



*Figure 236: The position page of the Paragraph Style (default options)*

Use the *Position* section to control the appearance of superscripts and subscripts. However, you will normally apply superscript and subscripts to groups of characters rather than to entire paragraphs. Therefore, it is strongly recommended to change these parameters only when defining a character style and, instead, leave the default settings for the paragraph styles.

The second section of the Position page controls the rotation of the paragraph area. Two common uses for rotated paragraphs are:

- To put portrait headers and footers on a landscape page
- To fit headings above narrow table columns (as shown in Figure 237)

| *This is long* | *Another long heading* | *A rotated heading* | *Another heading* | *Another heading* | *Another heading* | *Another heading* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

*Figure 237: A table with rotated headings*

The **Scale width** box controls the percentage of the font width by which to compress or stretch the rotated text *horizontally*.

Chapter 4, Formatting Pages, describes how to create portrait headers and footers on landscape pages by rotating *characters*. You can achieve the same effect by defining a separate header or footer paragraph style specifically for landscape pages.

### *Example: Rotating the text in a paragraph style*

As an example, we will apply rotated table headings to a pre-existing table.

1) Create a new paragraph style. Name it **`Table Heading Rotated`**.
2) On the *Position* page of the Paragraph Style dialog box, in the *Rotation / scaling* section, select **90 degrees**. Click **OK** to save the new style.

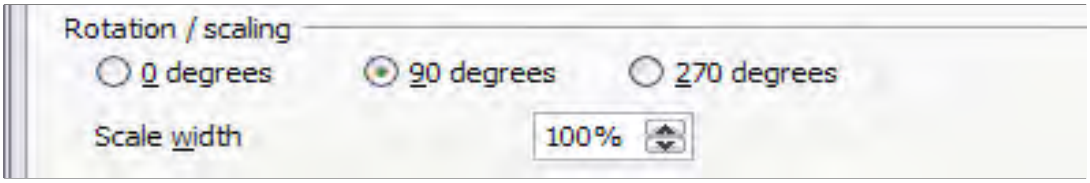



*Figure 238: Rotating a paragraph 90 degrees*

3) Select the heading row of the table and apply the new style. Any text in the cells of the heading row is now rotated.
4) If the headings are aligned to the top of the cells, you may want to change the alignment to the bottom of the cells, as shown in Figure 237. To do this, click the **Bottom** button on the Table toolbar or select **Format > Alignment > Bottom** from the main menu.

### Spacing options

Use the *Spacing* section of the Position page to control the spacing between individual characters in the paragraph. When selecting an option other than default in the drop-down menu, use the edit box to enter the value in points by which you want to expand or condense the text.

The **Pair Kerning** option (selected by default) increases or decreases the amount of space between certain pairs of letters to improve the overall appearance of the text. Kerning automatically adjusts the character spacing for specific letter combinations. Kerning is only available for certain font types and, for printed documents, only works if your printer supports it.

*Figure 239: Kerning disabled (left) and enabled (right).*

## Controlling tab stops

Although borderless tables are generally considered a much better solution to space out material across a page, in many situations tabs are sufficient to do what you need, with the added advantages of being simpler to manage and quicker to apply.

| Tip | If you need to use tabs, and you will be sending a document to other people, *do not* use the default tab stops. If the recipients of the document have defined default tab stops that are different from the ones you are using, the paragraph may look very different on their machines. Instead, define the tab stops explicitly in the paragraph or the paragraph style; then you can be sure that everyone will see the same layout. |
|---|---|

To define tab stops in your paragraph style, use the page shown in Figure 240. Here you can choose the *type* of tab: left, right, centered, or decimal; the character to be used as a decimal point; and the *fill character*—the characters that appear between the end of the text before the tab and the beginning of the text after the tab. You can also create a custom fill character by entering it in the corresponding box. Common use of a fill character is adding dots between a heading and a page number in a table of contents or underscore character when creating a form to fill in.

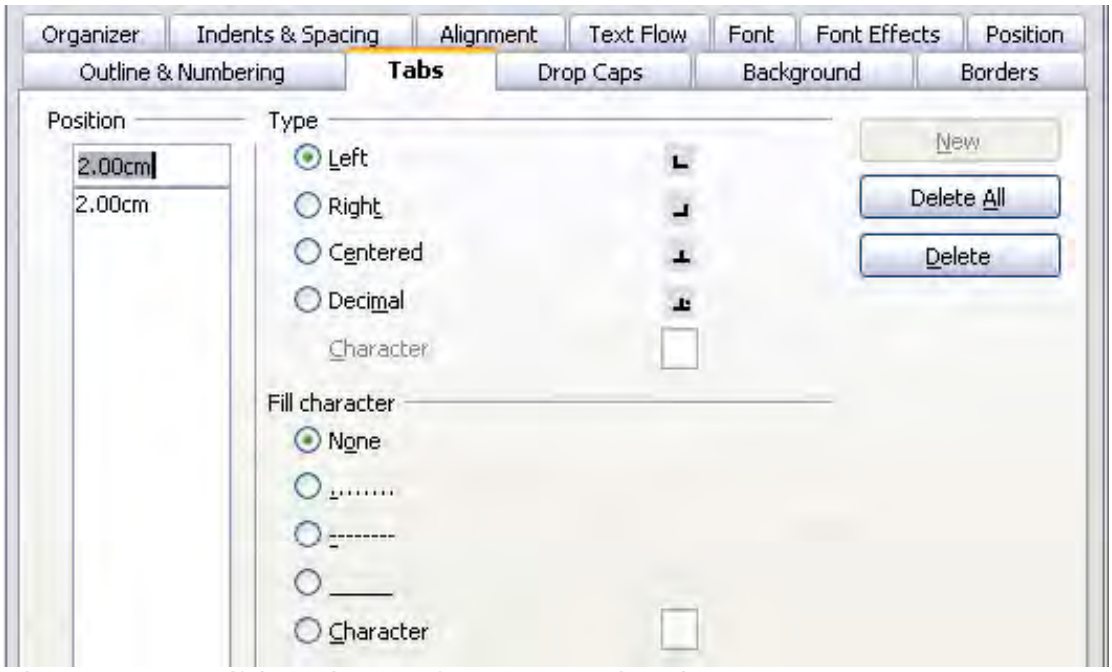



*Figure 240: Specifying tab stops for a paragraph style*

Creating a new tab stop, therefore, is just a matter of deciding its position relative to the left margin, the type, the fill character and clicking the **New** button. The tab stop will be entered in the *Position* list on the left hand side. Unfortunately, the only way to modify the position of a tab stop is to create a new one in the desired position and delete the old one using the buttons on the right-hand side of the page.

Note that it is not possible to define tabs that exceed the page margin. In the rare cases where that may be needed, use a borderless table instead.

## Using the Outline & Numbering page

Use the Outline & Numbering page if you want to number the paragraph, for example if this style is to be used for a heading or list item.

You can assign an outline level to any paragraph style. This feature enables you to create a table of contents that includes those headings along with the headings using styles listed in **Tools > Outline Numbering**. For example, you might use a different sequence of styles for annexes (appendixes), but you want the annex headings and subheadings to appear in the TOC at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering page for the style, and select the required outline level. Click **OK** to save this change.

This page should be used in combination with list styles when you need to associate a certain paragraph style with a list style. Refer to “Combining list and paragraph styles” on page 232 for additional information on how to use this page, as well as an example.

*Figure 241: Specifying an outline level on the Outline & Numbering page for a paragraph style*

## Setting up a drop cap

If you want your paragraph to use drop caps (usually this is suitable for a first paragraph style), then you can predefine the properties in the Drop Caps page of the paragraph style dialog box. Selecting the option to display drop caps enables the subsequent options where you can fine tune the appearance: the number of lines occupied, the number of characters to enlarge (if you want the whole first word, check the corresponding box), and the space between the drop caps and the text.

Drop caps use the same font and have the same properties as the rest of the paragraph; however, you can easily modify their appearance by creating a specific character style and using it. For example, you may want the drop caps to be of a different color or apply an outline effect. Select the character style you want to use in the corresponding drop-down menu.

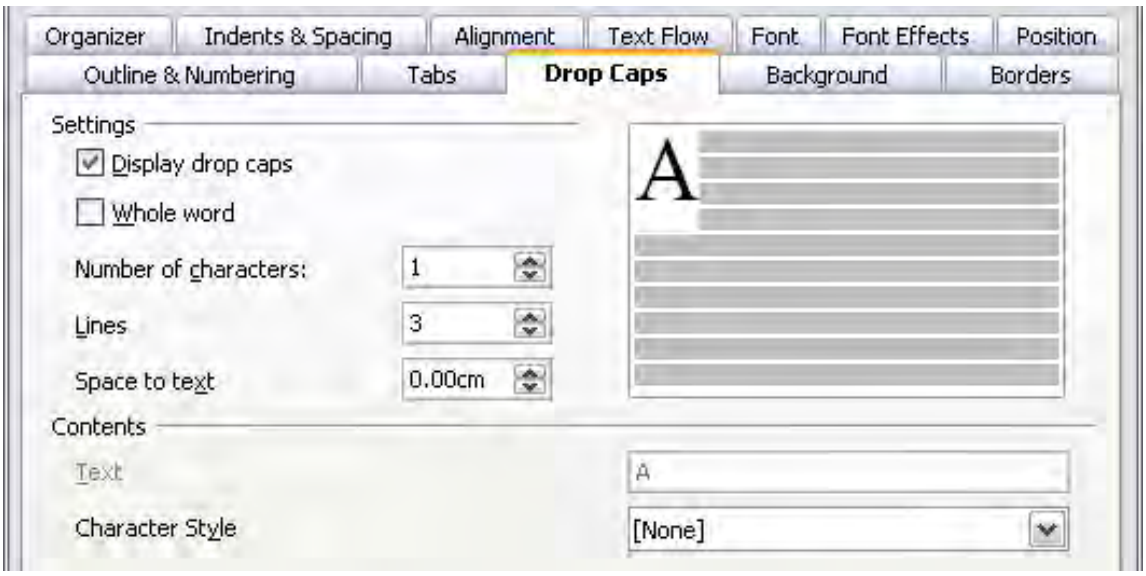



*Figure 242: Options for adding a drop cap to the paragraph style*

## Setting up paragraph background and borders

Adding a background color and a border to a paragraph is a good way to make it stand out without having to insert a frame. You can customize the background and border of the paragraph areas using the corresponding pages of the paragraph style dialog box. In addition to highlighting, borders are also often used to separate header and footer areas from the main text area (such as in this guide) as well as to provide decorative elements in some heading styles.

The two pages are fairly intuitive. You may want to pay attention to the following points when working with the *Background* page:

- In case you do not find the desired color in the list of predefined ones, you can define your own by selecting **Tools > Options > LibreOffice > Colors**.
- You can use a graphic instead of a solid color as background. In the **As** drop-down list, select **Graphic**, then select the graphic object you want to use and adjust the parameters, as required. Detailed instructions on working with graphic backgrounds can be found in the *Impress Guide*.
- The background is applied only to the paragraph area. If you have defined an indented paragraph, the space between the paragraph and the margin does not have the paragraph's background color.

On the *Borders* page, the following points are worth considering:

- Watch out for the effects that the spacing between borders and paragraph area produces on indentations and tabulations.
- If you want the border to be drawn around multiple paragraphs, leave the **Merge with next paragraph** option at the bottom of the page marked.

## Working with conditional paragraph styles

A conditional paragraph style is another way of formatting text differently in different parts of a document. In some cases, you may find it saves time to use conditional styles rather than switching between styles as you type.

Making a paragraph style conditional means it changes its formatting depending on where it is used. For example, you may want the style *MyTextBody* to be black by default but turn white when inside a frame with a blue background.

Probably the most common use for conditional formatting is with single-style outlining. Single-style outlining is a type of outline numbering designed with a *Numbering* style, rather than with **Tools > Outline Numbering**. Instead of using different styles, it changes the number formatting whenever you press the *Tab* key to create a subordinate heading.

The only trouble with single-style outlining is that all levels look the same. This is where a conditional paragraph style comes in handy. Assign the paragraph style to an outline numbering style in the **Outline & Numbering** page and then open the **Condition** page. There, you can assign the levels of the outline numbering style to other paragraph styles. Then, when you press the *Tab* key while using the paragraph style, each level of the outline takes on different formatting, making single-style outlining even more convenient than it is on its own.

| **Note** | Predefined styles (other than *Text body*) such as *Default*, *Heading 1*, and *Heading 2* cannot be set to be conditional. |
|---|---|

| **Caution** | If you want to make a style conditional, you have to do it while the style window is still open for the first time. After the window closes, the *Condition* tab no longer appears in the window. |
|---|---|

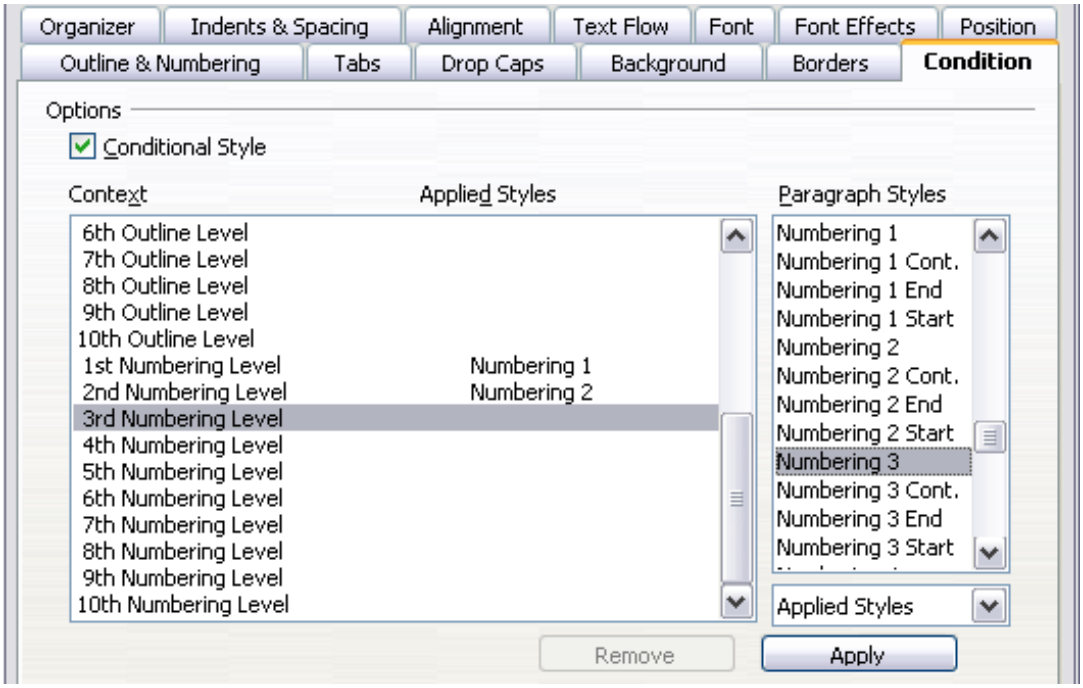



*Figure 243: Condition page for paragraph styles*

When you create a conditional style, you are saying “in this condition make this style look like that other style”. For example, “When typing into a footer, make this style look like the *my_footer* paragraph style; when typing into a table, make this style look like the *table_text* paragraph style”.

In addition to setting the normal (unconditional) properties of the style, you need to define which other style it will look like in different situations. You do this on the *Condition* tab.

To set up a conditional paragraph style:

1) Define a new paragraph style.
2) Select all the paragraph properties for the style. **Do not click OK!**
3) Click the **Condition** tab.
4) Select the **Conditional Style** option.
5) Select the first condition in the *Context* list (left side of the dialog box) and select the style you want for this condition in the *Paragraph Styles* list on the right-hand side.
6) Click **Apply**. The name of the paragraph style appears in the middle list.
7) Repeat steps 5 and 6 for each condition you want to have linked to a different style.
8) Click **OK**.

When the style is selected, you will see that the formatting of your text depends on the context.

## Working with character styles

Character styles complement paragraph styles and are applied to groups of characters, rather than whole paragraphs. They are mainly used when you want to change the appearance or attributes of parts of a paragraph without affecting other parts. Examples of effects that can be obtained by means of character styles are **bold** or *italic* typeface or colored words.

Two of the character styles used in this document are:

- Keystrokes use the custom *LibreOfficeKeyStroke* style. For example:

  to set Writer to full screen, press *Control+Shift+J*.

- Menu paths use the custom *LibreOfficeMenuPath* style. For example:

  to turn field shadings on or off, choose **View > Field Shadings**.

Other ways of using character styles are described elsewhere in the *Writer Guide*. These uses include making chapter numbers, page numbers, or list numbers larger than the surrounding text and formatting hyperlinks. When inserting words in different language or words you do not want the spell checker to detect as mistakes (for example procedure names in some programming language), character styles are quite useful because you can define the language to be applied in the character-style properties.

### Why use character styles?

Beginning Writer users often wonder, "*Why use character styles?*" or "*How is this different from clicking the bold icon to change the font typeface?*" The following real-life event illustrates the difference.

> Jean is a technical writer from Australia. She learned the value of character styles after her publisher told her to unbold menu paths in her 200-page book. Jean had *not* used character styles. She had to edit all 200 pages by hand, with some help from **Find & Replace**. This was the last time Jean failed to used character styles.

Character styles do not have as many options as paragraph styles or page styles. Their benefits are of a different nature:

- **Formatting changes**

  As Jean's story illustrates, the ability to make formatting changes throughout a document can be important. Character styles provide this.

- **Consistency**

  Character styles help ensure that typesetting guidelines are applied consistently.

- **Focus on content**

  "*Was I supposed to bold keystrokes? How about menus?*"
  A writer should not have to remember the answers to these questions. Typesetting details distract you from the real content of your work. A properly named custom character style (such as *KeyStroke* or *MenuPath*) will remove this burden from you.

## Creating a new character style

This section illustrates the use of the style dialog box for creating a new character style.

The pages used to configure the character style have already been seen in the previous section on paragraph styles. Therefore, once you are familiar with creating paragraph styles, it will only take a few minutes to create a character style.

- Use the *Organizer* to set up the hierarchical level of the new character style (if needed) and to give it a name.
- Use the *Font* page to determine the font, typeface, and size for your character style. As with paragraph styles, you can specify the size as a percentage rather than providing the absolute value. For example, 150% means that when the character style is applied to a 10pt font size, the new font size will be 15pt, while if applied to a 14pt font size, the new size will be 21pt. You can also specify the **Language** of the text to which a certain character style is applied, so you can insert words in a different language and have them spell checked using the correct dictionary.
- In the *Font Effects* page, you can set up attributes such as font color, underlining, relief, or other effects. If you frequently use hidden text, for example, it is very convenient to define a character style where the **Hidden** option is marked. This way you only need a few mouse clicks to hide text. **Relief** effects may be appropriate for a drop cap or to give more emphasis to the chapter number or other parts of the title (as it is the case of this guide).
- You can use the **Position** page to create a subscript in case you are not satisfied with the default one or even a sub-subscript which may be useful for certain scientific publications. In the same page, you can create rotated, condensed, or expanded text.

| **Note** | When rotating a group of characters, you also need to specify whether the rotated text should fit in the line or if, instead, it is allowed to expand above and below the line. This property only becomes active for character styles. |
|---|---|

- Finish creating a character style by assigning a background, if so desired. Applying a background to a character style yields the same effect as using the highlighting tool on the standard toolbar.

## Migrating to character styles

For people accustomed to formatting text manually, character styles can take some getting used to. Here are some suggestions for making the transition easier:

- *Never* mix character styles and manual formatting. Manual formatting supersedes character styles. If you combine them, you may end up wasting hours in frustration trying to figure out why your character styles don't work.
- Right-clicking and choosing **Clear Direct Formatting** removes manual formatting but not character styles. To remove a character style, select the characters, then select the **Default** character style.

- Realize that clicking the **Bold** icon in the toolbar is not easier than double-clicking on a character style that is preset for bolding the font typeface.
- Leave the Styles and Formatting window open to make character styles easy to access.

## Working with frame styles

Frames are often used as containers for text or graphics. To provide consistency in the appearance of frames used for similar purposes, it is a good idea to define styles for frames. For example, you might want photographs to be enclosed in a frame with a drop-shadowed border, line drawings in a frame with a plain border, marginal notes in a frame without a border but with a shaded background, and so on.

Writer provides several predefined frame styles, which you can modify as needed, and you can define new frame styles. The technique for defining and applying frame styles is similar to that for other styles.

| Tip | There is considerable overlap between the uses of frames and of sections for some page layout purposes. You may find it useful to take a look at Chapter 4, Formatting Pages, for information about the use of frames and sections. |
|---|---|

### How frame styles work

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document.

Because frames and objects are used together, it sometimes is easy to forget they are separate elements. In some cases, such as charts, you can edit the frame and object separately, so the distinction is worth remembering.

Unlike other elements that use styles, frames can be defined only partly by their style because their use can vary so much. Several elements of frames, such as the anchor and protected elements, need to be defined manually for individual frames.

You can format a frame manually when you select **Insert > Frame**. The dialog box that opens contains all the settings available when frame styles are set up, as well as some only available when the frame is inserted. As with other styles, the most efficient way to format frames is in the Styles and Formatting window.

### Planning the styles

If you are using a mix of graphics, you may want to define two related styles, one with a border line for graphics with white backgrounds and one without a border for all other backgrounds. You also may want to design one or more frames for text only.

Otherwise, the default frame styles (listed in Table 5) cover most users' needs. The only significant addition that many users might need is one or more styles for text frames.

*Table 5. Various frame styles and their uses*

| ***Style*** | ***Comments and Use*** |
|---|---|
| Formula | The frame style used for formulas. The default includes **AutoSize**, which adjusts the size of the frame to the formula. |

| *Style* | *Comments and Use* |
|---|---|
| Frame | The default frame style. |
| Graphics | The default style for graphics. The defaults include autosizing to fit the graphic, no text wrap, and a thin border around the frame. These are reasonable defaults, except for the border. Unless the background of the graphic is white and the document's background also is white, the border usually is unnecessary. |
| Labels | The default style for use with **File > New > Labels**. It seems to be used by LibreOffice automatically and is not intended for users at all. |
| Marginalia | A style for placing a frame beside the left margin. As the name suggests, the *Marginalia* style is intended for comments added in the margin of text. The style also is useful for creating sideheads—headings against the left margin, which often are used in technical documentation. To set up sideheads, create body-text paragraph styles with two inches or more indentation from the left. Then, place the cursor at the start of a body-text paragraph, add the frame, and apply the *Marginalia* style. |
| OLE | The default style for OLE objects and floating frames. The default places the frame at the top and center of a body of text. |
| Watermark | The default style for a watermark, a graphic placed as the background to a body of text. The default is a Through wrap, with text passing over the frame and anything in it. The graphic should be faint enough that text still is readable over top of it. |

## Creating new frame styles

You can access frame settings by selecting **New** or **Modify** in the Styles and Formatting window for a frame style.

- *Type* page: sets the size and position of the frame. One of the most useful options here is **AutoSize**, which automatically adjusts the frame to the object it contains. If the frame style is one used automatically, then this option should be selected.
- *Options* page: sets whether the contents of the frame are printed and able to be edited in a read-only document. This page also sets the text direction, which is useful if you are using the frame for contents in a language that uses right-to-left text direction.
- *Wrap* page: sets how text is positioned in relation to the frame and how close text comes to a frame. If you want the frame contents to stand out from the paragraphs around it, set the wrap to **None**. This probably is the single most important page for frames.
- *Background* page: sets the background color or graphic. This page is useful mostly for text frames in complex page layouts, in which a text frame has an appearance different from the general background of the page.
- *Border* page: sets the line around the frame, if any. Many beginning designers make the mistake of adding a border to every frame. However, when a colored background distinctly marks the division between the frame's contents and the rest of the page, borders are unnecessary.
- *Columns* page: this page can be ignored unless the frame is being used for text. The page is the same as is used to set up a page style, and its parameters are described in the section "Columns page" on page 223.
- *Macro* page: sets a macro to use with the frame in order to trigger an action when the user interacts with the frame. These options are useful only in an on-line Writer or HTML document.

# Working with page styles

Page styles control page properties (margins, page size, header and footers, among others). However, unlike paragraphs, which can have directly applied properties, pages only have a page style and no directly applied properties.

> Christian is a lawyer from California, USA. For his letters, the first page has his letterhead, and subsequent pages only identify the recipient, the date, and the page number. Christian does this using page styles. He also uses page styles to comply with the spacing requirements (such as margins) for legal briefs in California State courts.

This section describes how to create a new page style, explains the meaning of some of the options in the Page style dialog box, and illustrates their usage.

## Creating a new page style

Unlike other styles, page styles can be created or modified only by using the Styles and Formatting window. Open the Styles and Formatting window and click the Page Styles icon . Right-click anywhere in the main window and select **New**.

The Page Style dialog box consists of the eight pages.

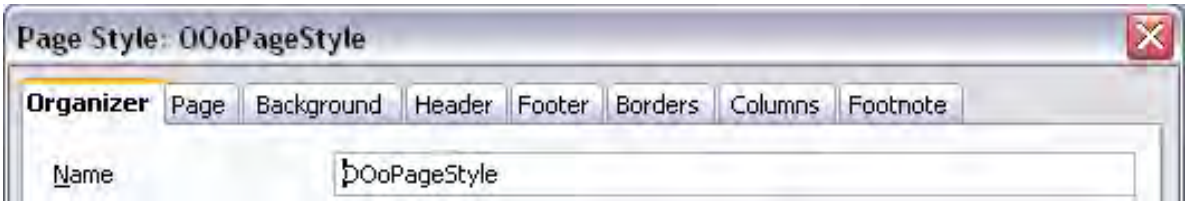



*Figure 244: The tabbed pages for the Page Style dialog box*

## The Organizer page

The Organizer page is described in “The Organizer page” on page 202.

### *The next style property*

Use the **Next style** property to specify the style for the subsequent page style element. This property is particularly important for a page style, as the following example demonstrates.

### *Setting up a title page*

Consider a common scenario: you want the document to have a title page that is different from the rest of the document:

- It should not have a header or page number.
- The left and right margins should be the same.

For the title page, we can use the predefined *First Page* page style that comes with LibreOffice, and for the rest of the document, we can use the *Default* page style.

Figure 245 shows the required flow of page styles. On the **Organizer** page of the *Default* page style, leave the *Next Style* property set to **Default**. On the **Organizer** page of the *First Page* style, make sure that the *Next Style* property is set to **Default**.

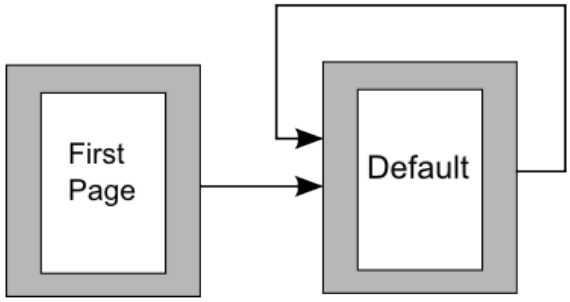



*Figure 245: Flow of page styles*

## General settings for the page style

The **Page** page of the Page Style dialog box is where you can control the general settings of the page. The page consists of three sections, plus a preview area in the top right corner.

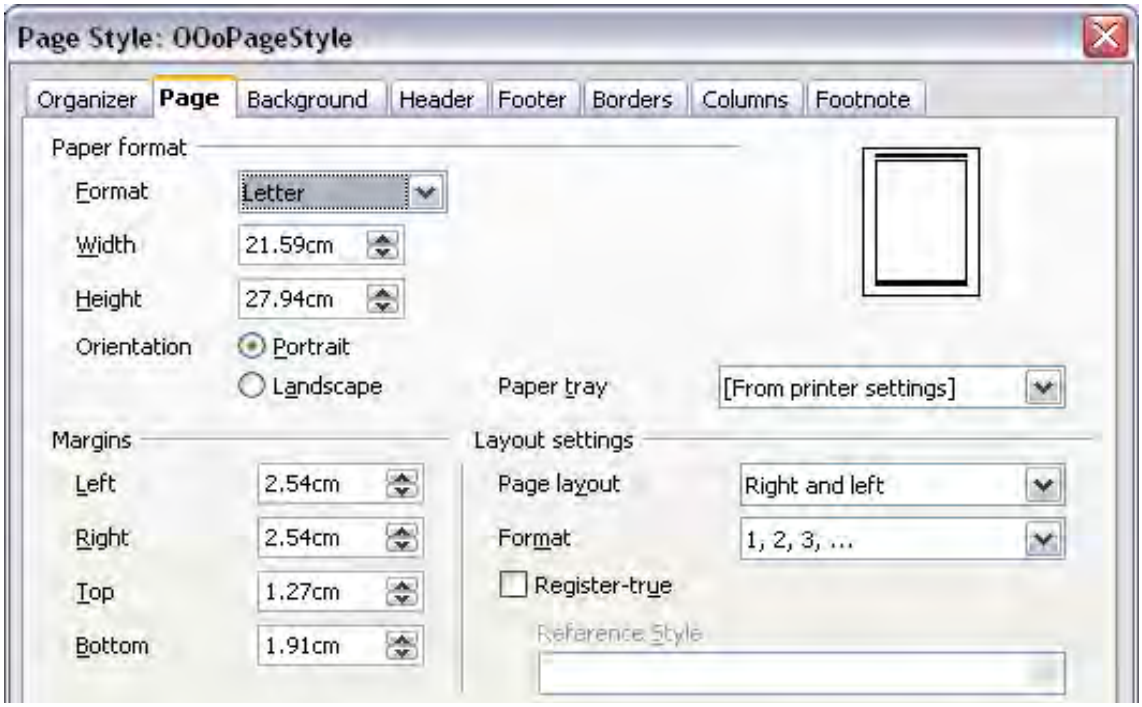



*Figure 246: The Page page for the Page Style dialog box*

In the *Paper format* section, you can specify the size of the paper choosing from one of the many predefined formats. Selecting “user”, you can use the *Width* and *Height* fields to define your own paper size. If using a predefined format, select the orientation of the paper between portrait and landscape. If your printer has more than one tray, you can specify the tray from which to print pages in the new page style.

In the *Margins* section, specify the size of the margins in your preferred unit of measurement. If you select **Mirrored** margins for *Page layout* in the *Layout settings* section, the left margin becomes the **Inner** margin, while the right margin becomes the **Outer** margin.

In the *Layout settings* section, choose the desired *Page layout* from the four available options. Decide whether the page style being defined applies to both left and right pages (default) or if instead it should be applied only to one or the other types. Some considerations:

- If you plan to bind the printed pages using this style like a book, select a mirrored layout. Use the **Format** drop-down menu to determine the page numbering style to apply to this page style.
- A common practice in page layouts is to have asymmetrical page margins—both for left and right margins and for top and bottom margins. There are various schemes for accomplishing this. The most common of them follow these two general rules for printed page layouts: (a) The outer margin (right margin on a right-hand page) would have a wider margin than an inner margin (left margin on a right-hand page); (b) The bottom margin would be larger than a top margin. The rationale for an asymmetrical page layout is allowing more space for readers to place their hands while holding the books or other printed documents. About.com describes some page layouts on their Web site: Perfect Proportions Using Page Margins in Desktop Publishing.
- If you want the first page of a new chapter to always start on a right (recto) page, make sure that the page style for the first chapter page is set for the right page only by making this selection in the *Layout settings* field. The typical procedure for the rest of a chapter is to define a single “mirrored” page style for both left and right pages. A mirrored page can have different headers and footers. If done this way, every chapter will use two page styles.
- You can choose to define separate page styles for left and right pages, if you want the pages to be very different in appearance (for example, different margins or headers and footers only on right pages but not on left pages; imagine a book with a full-page photograph on the left pages and text on the right pages). In that case, make sure that the *Next Style* field for the first page style is then set for a left-only page, which, in turn, is then set to be followed by a right-only page style. If done this way, every chapter will use three page styles. A hypothetical case might have these page-style names: *First page*, *Left*, and *Right*.

If you check the **Register-true** box, Writer will create a vertical grid on the page with a spacing between grid points that depends on the selected **Reference Style**. The vertical grid makes sure that text printed on adjacent columns, opposite pages, or even both sides of the same sheet of paper, is aligned—making it easier to read as well as being more pleasant to see.

## Background and Border pages

Use the **Background** page to apply a background or the **Border** page to draw a border around the text area of the page (the margins). You can also add a shadow to the text area. You can choose between a solid color or a graphic image for the background and several styles of line for the borders. Note that the page area affected by these changes does **not** include the area outside the margins. If you plan to print on colored paper and want to have a feel of the final result you will obtain or want to use a light color for the font, rather than changing the background,then go to **Tools > Options > LibreOffice** and in the *Appearance* section, change the *Document background* color.

## Header and Footer pages

You can associate a different header or footer to each page style. This property makes it very easy to have different headers on left and right pages, to avoid headers on pages at the start of a new chapter, and so on.

Setting up the header and footer pages is straightforward. The instructions here refer to the header, but the footer page has the same options. Activate the input boxes by selecting **Header on**, then specify the left margin, right margin, and spacing to the main text area. For the height of the header area, you can either select the **AutoFit height** box, which will make Writer adapt the size to the contents, or specify the height manually. Clicking **More** opens a new dialog box, where you can set the borders and background of the header area.

If you deselect the **Same content left/right** box, you can specify a different header for left or right pages, even if you use a single style for both as shown here. This option is not available on the predefined *Left* and *Right* page styles or on any other page style defined to be a left or right page only.

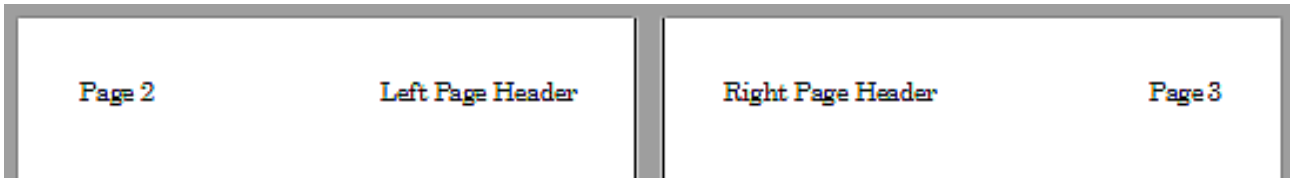



*Figure 247: Different content on left and right pages*

## Columns page

Use this page to create the desired column layout for the page style. The page is subdivided into three sections: *Settings*, *Width and Spacing* and *Separator Line*. The *Settings* section contains thumbnails of predefined columns settings you can select, as well as a text box where you can enter the desired number of columns if you need to create a customized one.

After you select more than one column, the *Width and Spacing* section becomes active. If you are not satisfied with the predefined settings (equally spaced columns), deselect the **AutoWidth** option and enter the parameters manually. When you work with multiple columns per page, you can also fine tune the position and size of a separator line between the columns.

## Footnote page

Use this page to adjust the appearance of the footnotes. Keeping the default setting **Not larger than page area**, the footnotes area is calculated automatically on the basis of the number of footnotes. If you prefer to control manually the maximum space that footnotes can take, select the **Maximum footnote height** option and enter the value in the preferred unit of measurement. Use the second section of the page to customize the separator between the footnotes and the main area.

**Caution**

Unexpected results can occur with footnotes on a page when using the Page Style dialog box to modify the footnotes' appearance.

For example: if you choose to adjust the separator line in the footnotes and you click **Apply** to preview your change, the *Space to text* and *Space to footnote contents* dimensions will alter. If you then click **OK** to exit the dialog box, these dimension changes will be applied and cause a change in the footnote layout.

However, if you click **Apply** and then wish to accept the change and exit the dialog box without affecting the layout, click **Cancel**.

Alternatively, having clicked **Apply**, you can click **Reset** and then reset the dimensions to what they were before clicking **Apply**, and then click **OK**.

This behavior occurs when changing any of the settings on this page.

If **Apply** is used to preview any settings modified on the other pages of the dialog, and then **OK** is pressed, then any footnotes in use in the page style will be affected.

## Example: A book chapter sequence of pages

Book chapters typically start on a right-hand page, with the first page of the chapter having a different layout from the rest of the pages. The other pages in the chapter are “mirrored” for double-sided printing. For example, page numbers in the header or footer may be positioned on the outside edge of pages and a wider margin (allowing for binding) may be placed on the inside edge.

Table 6 shows the properties of two page styles (*Right Page* and *Default*) set up for a typical book chapter’s sequence of pages.

*Table 6. Properties of customized page styles for book chapter*

| ***Page Style*** | ***Desired effect*** | ***Property: setting*** |
|---|---|---|
| Right Page | First page always on the right (an odd-numbered page) | **Page > Page layout > Only right** |
| | No header or footer | **Header > Header > Header on: Not selected** |
| | Top margin of page larger than on other pages | **Page > Margins > Top: 6.00cm** |
| Default | Mirrored margins | **Page > Page layout: Mirrored** |
| | Header with page number on the top outside of the page and chapter title in the top middle center of the page | **Header > Header on: Selected**<br>**Header > Header > Same content left/right: Not selected** |

Figure 248 illustrates the transitions from the *Right Page* to *Default* page styles, with the change of header between left and right pages shown by the # symbol.

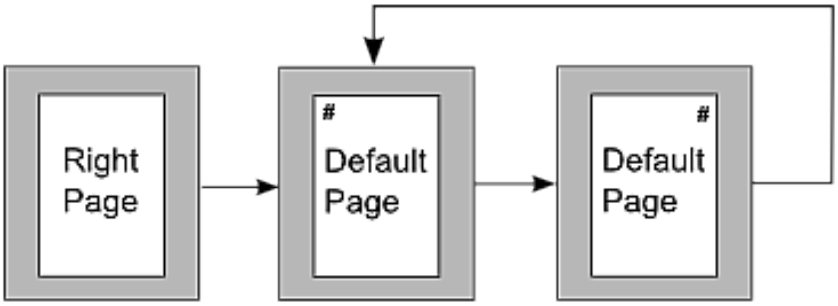



*Figure 248: Right Page and then the Default page style with different headers for alternate pages.*

**Step 1. Set up the Right Page style.**

1) On the Styles and Formatting window, click the Page Styles icon to display a list of page styles.
2) Right-click on *Right Page* and select **Modify** from the pop-up menu.
3) On the *Organizer* page of the Page Style: Right Page dialog box, change *Next Style* to **Default**.

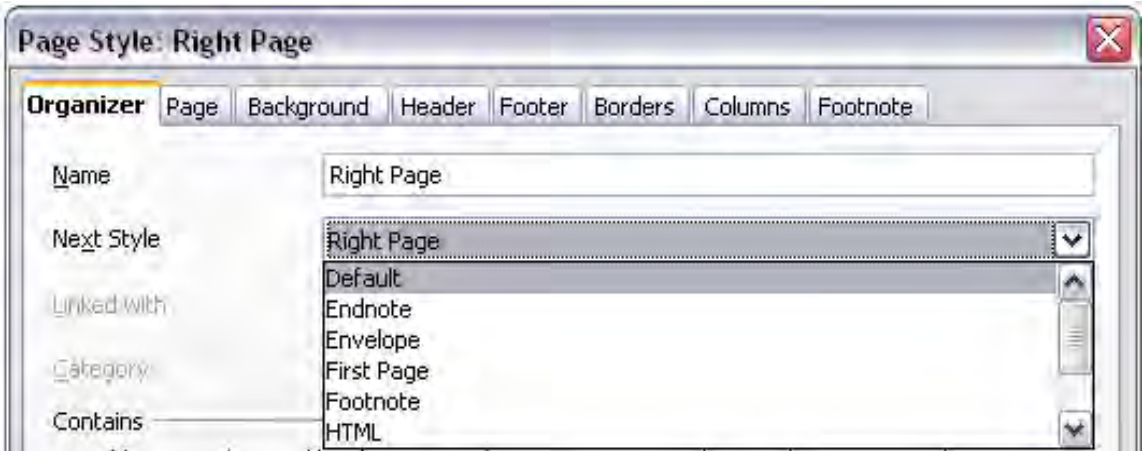



*Figure 249: Specifying the next style after the first page of a chapter*

4) On the *Page* tab, specify a larger left margin for binding, and a larger top margin to move the chapter title down the page.

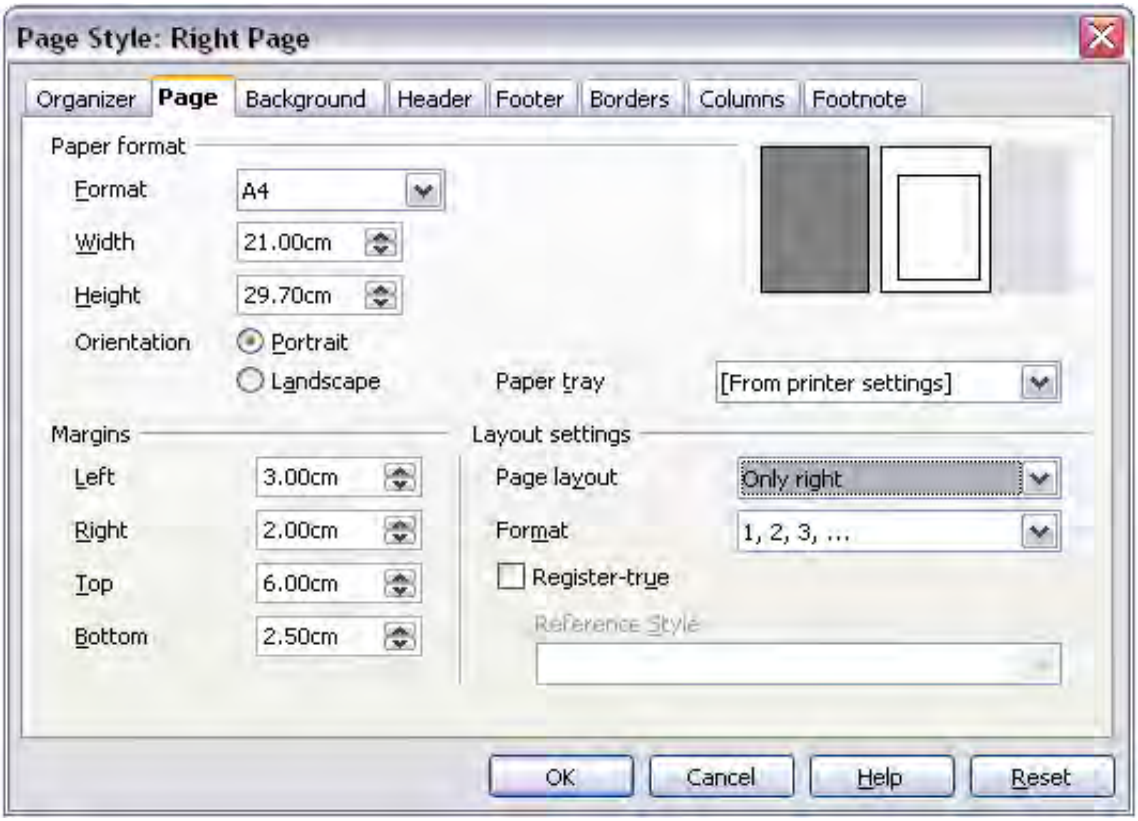



*Figure 250: Setting page margins and layout for the Right Page style*

5) On the *Header* and *Footer* pages, be sure the **Header on** and **Footer on** options are not selected. Click **OK** to save your changes.

**Step 2. Set up the Default page style.**

1) On the Styles and Formatting window, in the list of page styles, right-click on *Default* and select **Modify** from the pop-up menu.
2) On the *Organizer* page of the Page Style: Default dialog box, be sure **Next Style** is set to **Default**.

3) On the *Page* page of the Page Style: Default dialog box, select **Mirrored** for *Page layout* and set the *Inner* and *Outer* margins to the same width as the *Left* and *Right* margins, respectively, on the *Right Page* style.

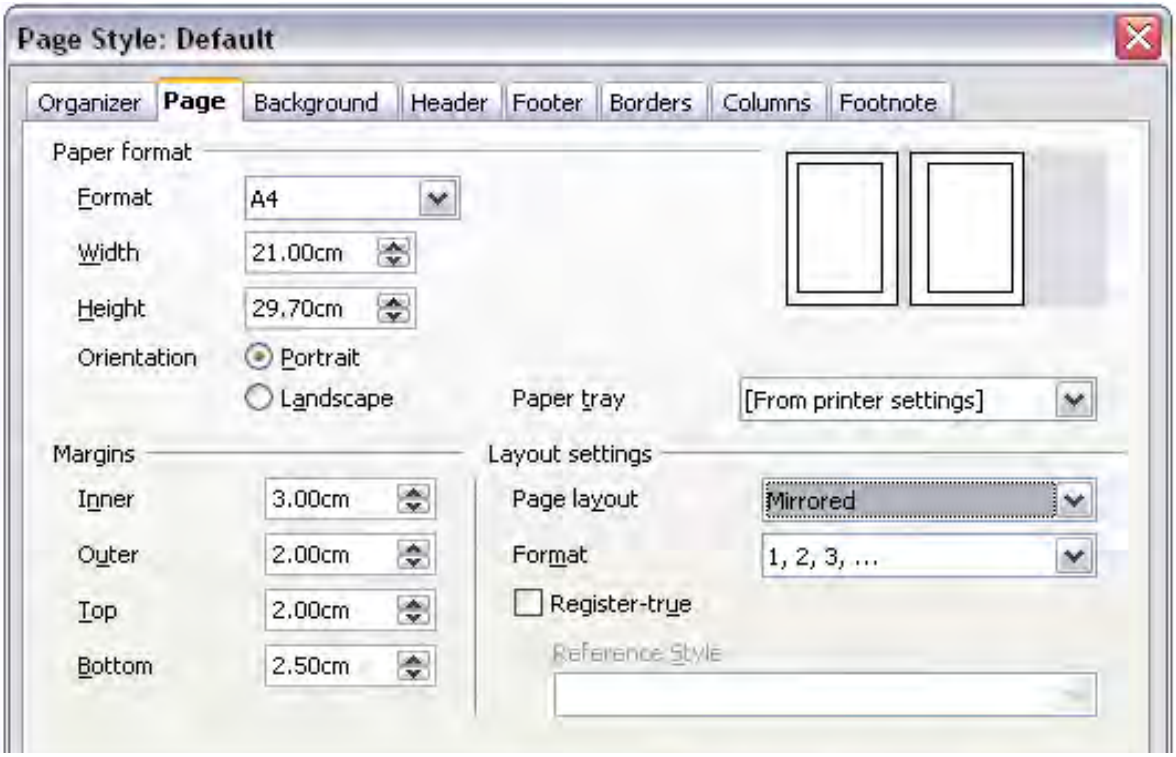



*Figure 251: Setting page margins and layout for the Default page style*

4) On the *Header* page of the Page Style: Default dialog box, select the **Header on** option and deselect the **Same content left/right** option. Click **OK** to save your changes.

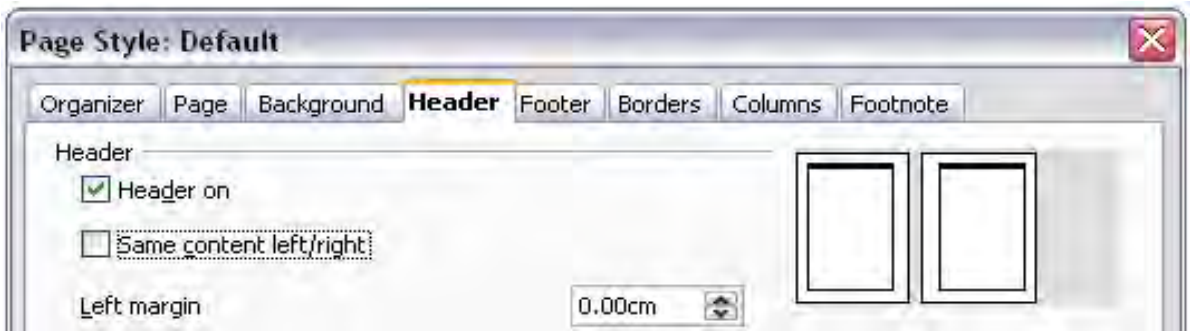



*Figure 252: Setting up the header properties for the Default page style*

**Step 3. Set up the Heading 1 paragraph style to start on a new right-hand page.**

1) In the Styles and Formatting window, on the Paragraph Styles page, right-click on *Heading 1* and select **Modify**.
2) On the *Text Flow* page of the Paragraph Style dialog box, in the *Breaks* section, select **Insert**, **With Page Style**, and **Right Page**. Click **OK** to save your changes.

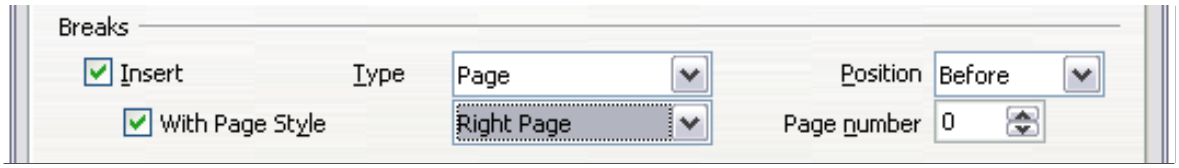



*Figure 253: Setting a paragraph style to start on a page of a selected style*

**Step 4. Start a new chapter.**

Apply the *Heading 1* paragraph style to the first paragraph, which is the title of the chapter.

| Note | By default, the *Heading 1* paragraph style is assigned to *Outline Level 1*. The assignment of paragraph styles to outline levels is done through **Tools > Outline Numbering**. |
|---|---|

**Step 5. Set up the page headers.**

1) On a left page, put the cursor in the header and insert a page number field on the left (**Insert > Fields > Page Number**).
2) Press *Tab* to put the cursor in the middle and insert a Chapter reference:

   Press *Control+F2* (or choose **Insert > Fields > Other** from the menu bar) to display the Fields dialog box (Figure 254).

   On the *Document* page, for *Type*, select **Chapter** and for *Format*, select **Chapter name**. Make sure that *Level* is set to **1** and then click **Insert**.
3) On a right page, put the cursor in the header, press the *Tab* key, insert a **Chapter** reference, press *Tab* again, and insert a page number field.
4) If you need to adjust the tab stops for the header, modify the *Header* paragraph style. Do not manually adjust the tab stops.

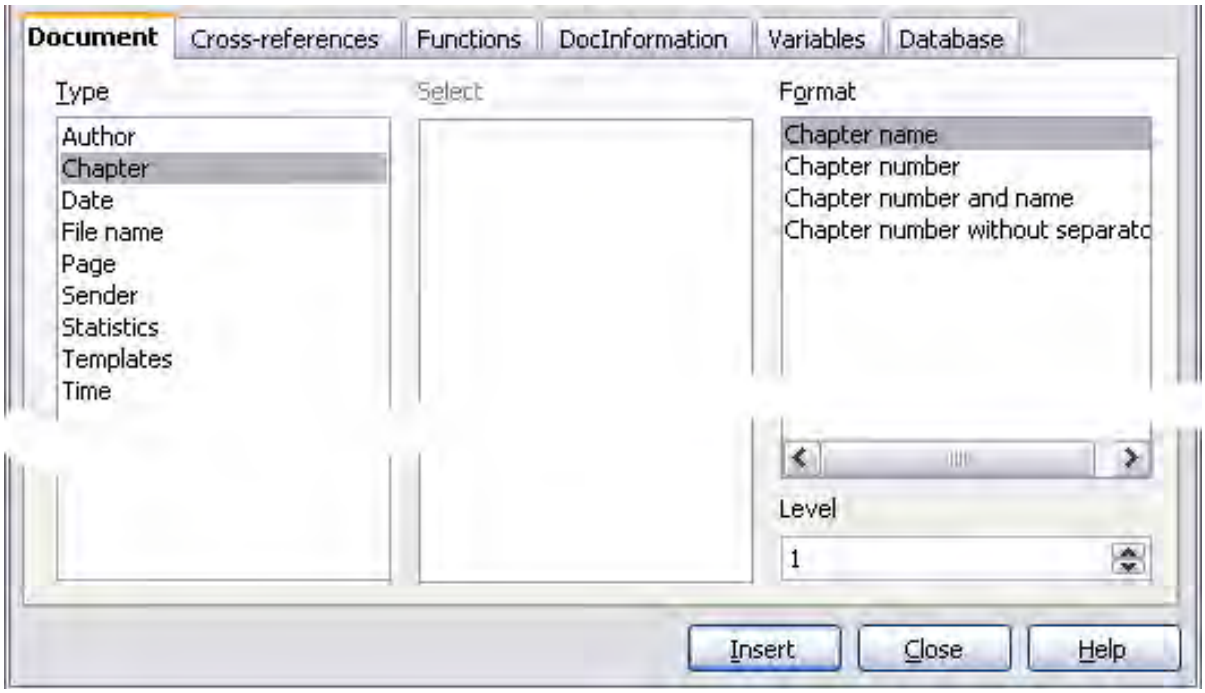



*Figure 254: Inserting a chapter title into the header of a page*

# Working with list styles

List styles (also called numbering styles) work together with paragraph styles. They define indentation, alignment, and the numbering or bullet characters used for list items. You can define many list styles, from simple bulleted lists to complex multi-level (nested) lists.

As with other styles, the main reasons for using list styles are consistency and speeding up your work. Although you can create simple lists quickly by clicking the **Numbering On/Off** or **Bullets On/Off** icons on the Formatting toolbar, and create quite complex nested lists using the icons on the Bullets and Numbering toolbar, the appearance of the resulting lists may not be what you want —and you might want to have more than one style of list. You can use the Bullets and Numbering choice on the Format menu to manually format the appearance of some or all of the lists, but if you later need to change their appearance, you will have a lot of manual work to do.

| **Note** | LibreOffice uses the terms “numbering style” and “list style” inconsistently, but they are the same thing. For example, the tooltip in the Styles and Formatting window says “List Styles”, but its style dialog box says “Numbering Style”. |
|---|---|

## Defining the appearance of a nested list

A nested list is a numbered or bulleted list with subordinate (usually indented) numbered or bulleted lists. Rather than just a list of numbered items (1,2,3...), a nested list may have item 1, then indented items numbered a,b,c or i,ii,iii or some other numbering method before the main number 2. With numbering styles, you can achieve any combination of numbering formats you want. A nested list may even combine numbered items with bulleted items.

There is no difference between defining a nested list style or a simple list, although nested lists require more work. An example of a nested list is given in Chapter 3, Working with Text. In that case, the list was built using one of the predefined outline schemes as a starting point, while in this section we follow a more general approach so that the list can more fully suit your needs.

## Creating a new list style

The dialog box to create a new list style consists of six pages, in addition to the usual *Organizer* page discussed in “The Organizer page” on page 202.

### *Bullets, Numbering Styles, and Graphics pages*

The *Bullets*, *Numbering Style*, and *Graphics* pages contain predefined formatting for list item symbols (bullets or numbers). To use one of them for your style, click on the image. A thick border indicates the selection. The bullets on the Bullets tab are font characters; those on the Graphics tab are graphics.

If you choose a graphics bullet, you can select the **Link Graphics** option to create a link to the graphic object rather than embedding it in the document. If you decide to link the graphic, keep in mind that the bullet will not be displayed when the document is opened on a different computer (unless the same graphic file is located in the same location on both computers) or if the graphic file used is moved to a different location on the computer.

### *Outline page*

Use the *Outline* page to select from eight predefined nested lists. You can also select one and use it as a starting point for your own style, customizing the list using the *Position* page and the *Options* page, as described below.

### Position page

Use the *Position* page to fine tune the indentation and spacing of the the list item symbol and the text of the list item. This page is particularly effective when used in combination with the *Options* page.

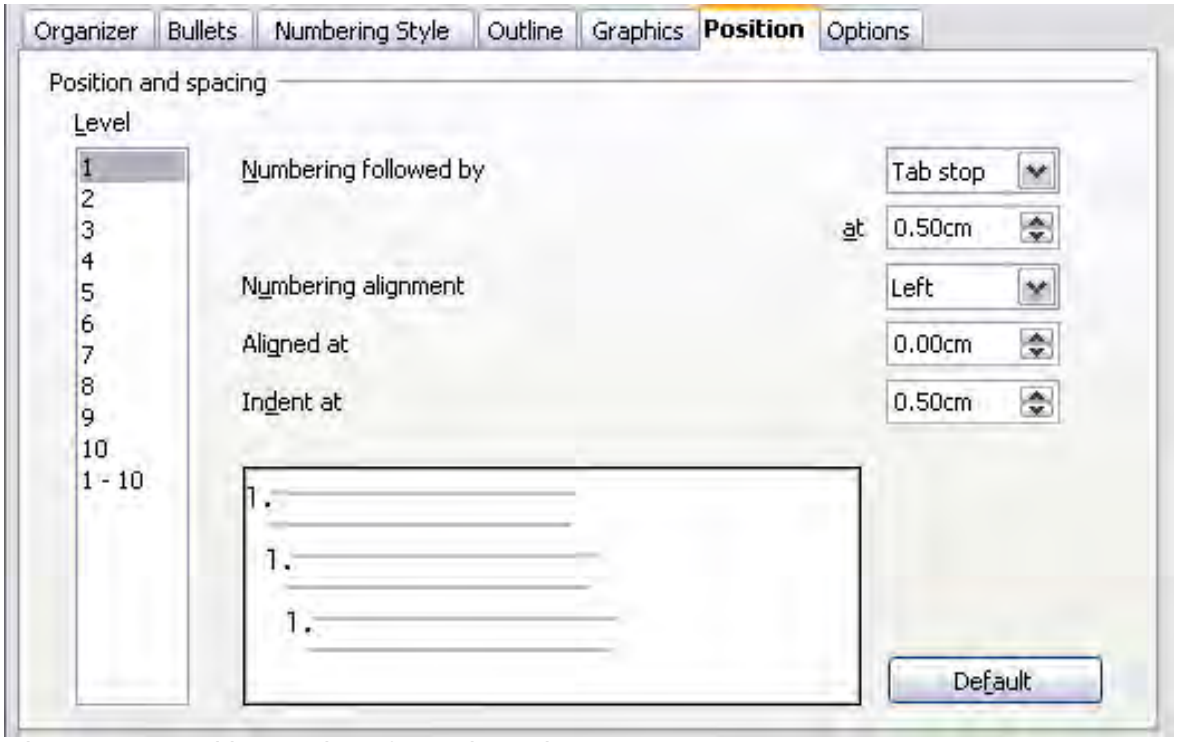



*Figure 255: Position settings for a List style*

You can adjust the following settings for each individual level or all at once (to make them all the same). It is generally easier to adjust the settings in the order given below, instead of the order on the dialog box. That is, start from the overall indentation for the list elements, then fix the position of the symbols, and finally adjust the alignment of the symbols.

- **Numbering followed by**: the character to follow the numbering symbol (plus any characters—for example a punctuation mark—chosen on the Options page to appear after the number). Choose between a tab stop, a space, or nothing. If you select the tab stop, you can specify the position of the tab.
- **Indent at**: how much space is reserved for the numbering symbol, measured from the left page margin. The alignment of the first line of the list is also affected by any tab you may have set to follow the numbering.
- **Aligned at**: the position of the numbering symbol, measured from the left margin of the page.
- **Numbering alignment**: how the numbering (including any text before or after as set in the *Options* page) will be aligned. The **Aligned at** value determines the symbol alignment.

| **Note** | When defining an indentation different from 0, the position of the tabulation is not considered. |
|---|---|

| **Tip** | In normal circumstances, setting the *Numbering followed by* distance to be equal to the *Indent at* distance works well. See Figure 256 for a graphic representation of the effects of the above parameters. |
|---|---|

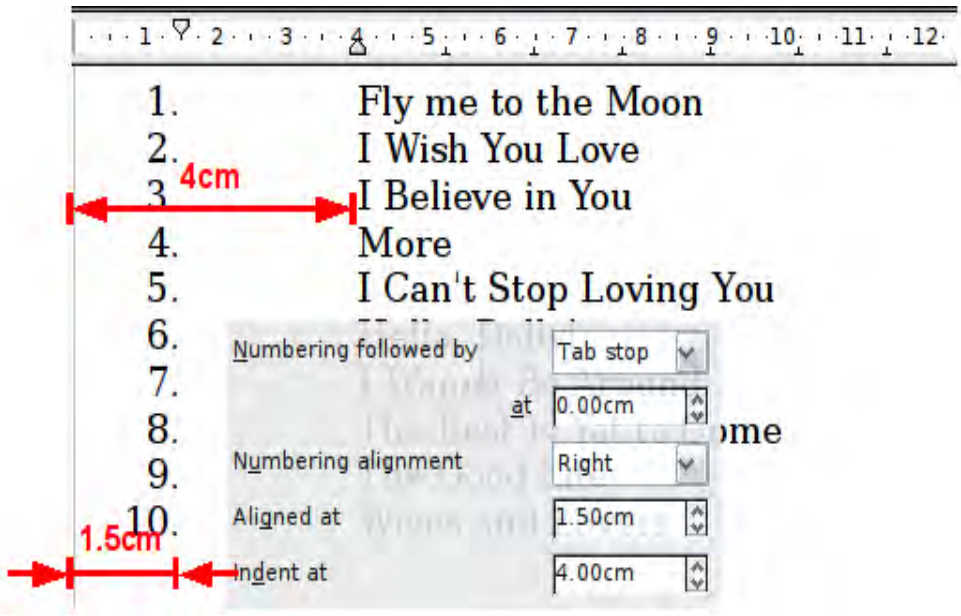



*Figure 256: A numbered list of CD tracks highlighting the various elements*

### Position page for older documents opened in LibreOffice

If your document was created with an earlier version of a similar program such as OpenOffice.org, or if the document was saved for compatibility reasons using the ODF file format version 1.1 or earlier, the *Position* page will appear as in Figure 257.

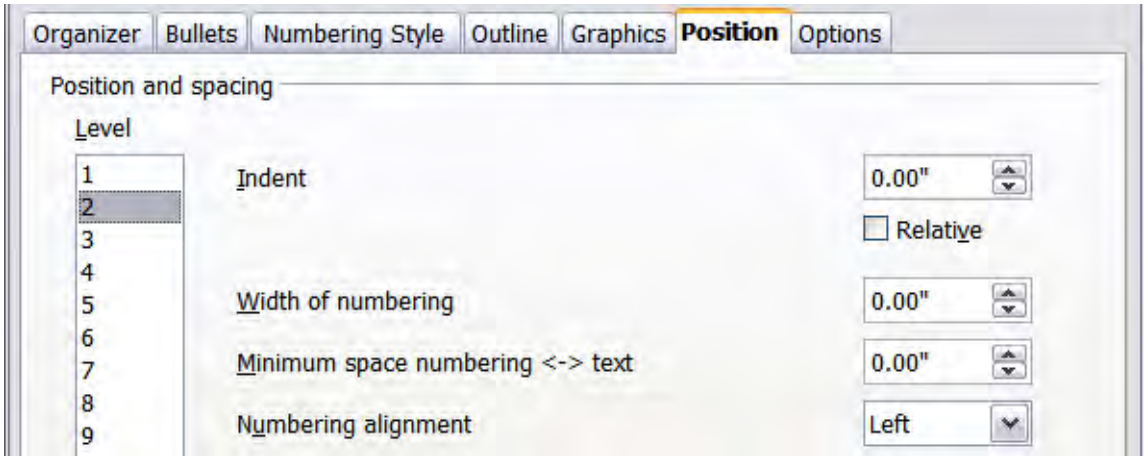



*Figure 257: The Position page for documents created with earlier versions of LibreOffice*

In this case you can adjust the following settings:

- **Indent**: the indentation of the number or bullet area, measured from the left margin of the paragraph linked to the numbering style. In other words, if the paragraph style already has an indentation, when the list style is applied the indentations are added together.

  For any level other than Level 1, the **Relative** option causes the indentation to be measured from the start of the previous level rather than from the page margin.
- **Width of numbering**: how much space is used by the numbering symbol. Writer reserves this space, even if only part of it is used.
- **Minimum spacing numbering <-> text**: the spacing between the right edge of the numbering symbol and the text. If the spacing to text is not sufficient, Writer will honor this setting by expanding the numbering area. Setting the minimum spacing between

numbering and text is very useful when right-aligning the numbering or when there is much text before or after the numbering.

- **Numbering alignment**: how the numbering (including any text before or after) will be aligned.

| Tip | To fully appreciate how the Numbering alignment works, try to create a numbered list with more than ten elements and make sure that enough room has been made for numbers with two or more digits. You may also wish to right-align numbers 10 or greater, as in Figure 231 on page 206. |
|---|---|

### *Options page*

Use the *Options* page to define the style of the outline levels. The options available on this page depend on the type of marker selected for the list. First, on the left side, select the level you want to modify. To modify all ten levels at once, select **1 – 10** as the level. If you started from a predefined outline, some of the levels will already have settings.

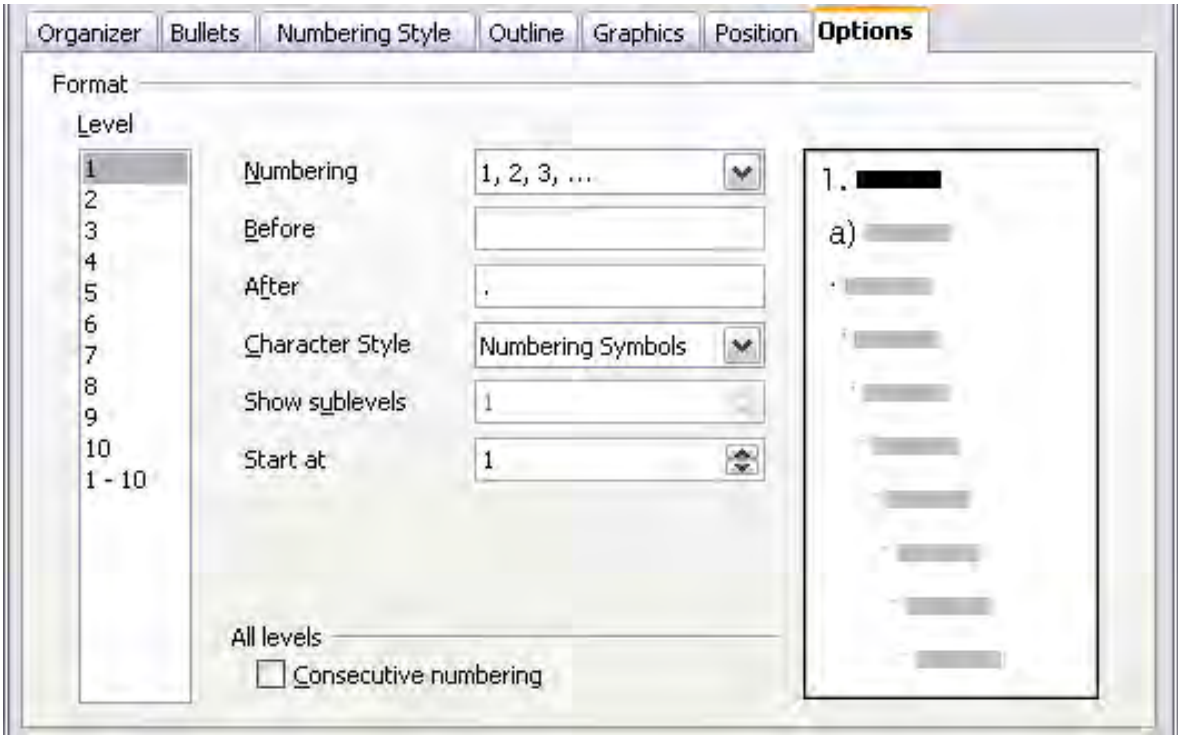



*Figure 258: The Options page for a list style*

Depending on the numbering style selected in the *Numbering* box (bullet, graphic, numbering), some of the following options become available on the page:

- **Before**: any text to appear before the number (for example, **`Step`**).
- **After**: any text to appear after the number (for example, a punctuation mark).
- **Color**: the color for the list marker (number or bullet character).
- **Relative size**: the size of the number relative to the size of the characters in the paragraph of the list.
- **Start at**: the first value of the list (for example, you might want the list to start at 4 instead of 1).
- **Character Style**: the style to be used for the number or bullet.
- **Character** button: click to select the character for the bullet.

- **Graphics** selection button: opens a list of available graphics (Gallery) or allows the selection of a file on the hard disk to be used as the list marker.
- **Width and Height**: the dimensions of the graphic marker.
- **Alignment**: the alignment of the graphic object.
- **Keep ratio** option: fixes the ratio between the width and the height of the graphic marker.

The right-hand side of the dialog box shows a preview of the modifications made.

To revert to the default values, click the **Reset** button in the bottom right corner. Finally, if you wish to use consecutive numbers regardless of the outline level, check the **Consecutive numbering** box at the bottom of the page.

## Combining list and paragraph styles

When applying a list style, the underlying paragraph style remains unchanged. If your list must also have a certain font size, indentations, and so on, you might expect to first apply a paragraph style and then a list style (or vice versa). However, you can embed a list style in a paragraph style using the Numbering page of the Paragraph Style dialog box, and then apply only the paragraph style to the list.

This section gives an example of combining list and paragraph styles.

1) Create a list style you want to use for the paragraph. For example: *MyNumberedList*.
2) Create a new paragraph style.
3) On the **Organizer** page of the Paragraph Style dialog box:
   a) Give the new paragraph style a name, say **`NumberedParagraph`**.
   b) For the *Next Style*, choose **NumberedParagraph** (this will make the following paragraph also be in this style, until you choose a different style).
   c) In *Linked with*, choose **None**.
   d) Leave **Custom Styles**, in the *Category* field.
4) Set up this paragraph style to your liking. Because the indentation is controlled by the *List* style, to avoid undesired interactions do not change the indent settings on the Indents & Spacing page. (You might want to change the spacing above and below the paragraph.)
5) On the **Outline & Numbering** page, choose the *MyNumberedList* style created in step 1.
6) Click **OK** to save this style.

To have full control, it is common practice to define three base paragraph styles for lists: *List Start* for the first element of the list, *List Continue* for the subsequent elements of the list, and *List End* for the last element of the list. You should also define a paragraph style to be used for unnumbered list items (one for each nested level you intend to use) as well as an introductory style for the paragraph preceding the start of the list (to allow for keeping the introductory paragraph with the first list item, or for specifying spacing before the first list item that is different from the spacing between other paragraphs).

## Example: Creating a simple list style

In this example, we will create a numbered list that is used to number the songs on a CD. The numbers are right aligned, and some space is left between the number and the title of the track.

As we want to reuse the same numbered list for other CDs, we will define a new list style and then apply it to the tracks list.

### Creating the CDTracks numbered list

As for the previous example, start by clicking the **List Styles** icon (fifth from the left) in the Styles and Formatting window. Then right-click anywhere in the list box and choose **New**.

The Numbering style dialog box is displayed. For the *CDTracks* style, we need to customize fields in the *Organizer*, the *Options*, and the *Position* pages.

| *Style fields* | *Description* |
|---|---|
| **Name** | Enter **`CDTrack`** |
| **Category** | Custom styles will be OK for us. |

Modify the options of the *Options* page as follows:

1) In the *Level* box, choose **1**.
2) In the *Numbering* list, choose **1, 2, 3, ...**.
3) Leave the *Before* and *After* boxes empty.
4) Leave the *Character Style* field as **None**.
5) *Show sublevels* should be grayed out.
6) Make sure *Start at* is set to **1**.
7) Do **not** select **Consecutive numbering**.

As discussed above, the numbering list will adopt settings of the underlying paragraph style. If you want to use a special font, size or color for the numbering, you can create a character style and apply it in the Options page.

If you want the word *Track* to appear before the number, just add it to the *Before* field in the Options dialog box. Do not forget to add a space character to separate the word from the number.

Set up the final parameters of the *CDTracks* list style in the *Position* page.

1) In the *Level* box, choose **1**.
2) For *Numbering followed by*, choose tab stop and set it at **`4.0cm`**.
3) For *Numbering* alignment, choose **Right.**
4) For *Aligned at* choose **`1.5cm`**. (this refers to the alignment of the numbers)
5) For *Indent at* choose **`4.0cm`**. (This sets the indentation of the whole list.) Click **OK** to finish.

### Applying the list style

Now that the list style is available, it can be quickly applied to any list in the document:

1) If starting a new list, before pressing *Enter* to start a new line, double-click on the desired list style name in the Styles and Formatting window.
2) If you already have a list, select it and then double-click on the desired list style name in the Styles and Formatting window.

| **Note** | Remember that applying a list style does not affect the characteristics of the underlying paragraph; therefore you may want to check if you are satisfied with the paragraph style before applying the list style. |
|---|---|

If you have more than one list in a document, the second and subsequent lists with the same style continue their numbering from the previous list. To restart at 1, place the cursor anywhere in the paragraph you want numbered 1, right-click, and choose **Restart numbering**.

To stop using numbering, press the **Numbering On/Off** icon on the Standard toolbar. The final result is illustrated in Figure 256.